



City of West University Place

A Neighborhood City

CITY COUNCIL

Susan Sample, Mayor
Mardi Turner, Mayor Pro Tem
Bob Higley, Councilmember
Kellye Burke, Councilmember
Kevin Boyle, Councilmember

STAFF

M. Christopher Peifer, City Manager
Alan Petrov, City Attorney
Thelma Gilliam, City Secretary

City Council Meeting Agenda

Notice is hereby given of a regular City Council meeting of West University Place to be held on **Monday, December 10, 2018** beginning at **6:30 p.m.** in the **Municipal Building** located at 3800 University Boulevard, West University Place, Texas, for the purpose of considering the following agenda items

Note: All agenda items are subject to action. The City Council reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

Call to Order
Matters related to the notice of this meeting
Pledge of Allegiance

1. Public Comments

This is an opportunity for citizens to speak to Council relating to agenda and non-agenda items. If the topic the speaker wishes to address is on the agenda, the speaker can either speak at this time or defer his/her comments until such time the item is discussed. Speakers are advised that comments cannot be received on matters which are the subject of a public hearing once the hearing has been closed. Public comments must be kept relevant to the subject before the Council. The presiding officer shall rule on the relevance of comments. Persons making irrelevant, personal, impertinent, or slanderous remarks may be barred by the presiding officer from further comment before the Council during the meeting. Speakers are required to register in advance and must limit their presentations to three minutes each.

2. Charter Review Committee

Matters related to a presentation and recommendations by the Charter Review Committee. *Recommended Action: Discuss and take any desired action. Ms. Katherine Brem, Chair of the Charter Review Committee and Mr. Alan Petrov, City Attorney* [see Agenda Memo 2]

3. Parks Master Plan Update

Matters related to an update of the Park Redevelopment Program in the Parks Master Plan. *Recommended Action: Discuss and take any desired action. Ms. Susan White, Parks and Recreation Director* [see Agenda Memo 3]

4. Employee Benefits

Matters related to the results of the proposals received for employee benefits. *Recommendation Action: Discuss and take any desired action. Mr. James Urban, Human Resources Director and Mr. Julian Fontana, HUB/IPS Advisors* [see Agenda Memo 4]

5. Updates on City Marketing and Communication Plans

Matters related to the City's plans relating to marketing and communications. *Recommended Action: Hear updates from the Communications Director and take any desired action. Ms. Patti Jett, Communications Director* [see Agenda Memo 5]

6. Smart City Virtual Gate Project Update

Matters related to City's virtual gate project. *Recommended Action: Discuss and take any desired action. Mr. Gary McFarland, IT Director and Mr. Ken Walker, Police Chief*

7. Consent Agenda

All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

A. City Council Minutes


Approve City Council Action Minutes of December 3, 2018. *Recommended Action: Approve Minutes. Ms. Thelma Gilliam, City Secretary* [see Action Minutes]

8. Adjourn

In compliance with the Americans with Disabilities Act, if you plan to attend this public meeting and you have a disability that requires special arrangements, please contact City Secretary Thelma Gilliam at 713.662.5813 at least 24 hours prior to the meeting so that reasonable accommodations can be made to assist in your participation in the meeting. The Council Chambers is wheel chair accessible from the west entrance and specially marked parking spaces are available in the southwest parking area. Special seating will be provided.

I certify that the attached notice and agenda of items to be considered by the West University Place City Council on December 10, 2018 was posted on the Municipal Building bulletin board on December 7, 2018 at approximately 10:00 o'clock a.m.

(SEAL)



Thelma A. Gilliam, TRMC, CMC, City Secretary

AGENDA MEMO
BUSINESS OF THE CITY COUNCIL
CITY OF WEST UNIVERSITY PLACE, TEXAS

AGENDA OF:	December 10, 2018	AGENDA ITEM:	2
DATE SUBMITTED:	December 6, 2018	DEPARTMENT:	Administration/CRC
PREPARED BY:	Thelma Gilliam, City Secretary	PRESENTER:	Katherine Brem, Chair Charter Review Committee
SUBJECT:	Charter Review Committee		
ATTACHMENTS:	Charter Review Committee Recommendations		
EXPENDITURE REQUIRED:			
AMOUNT BUDGETED:			
ACCOUNT NO.:			
ADDITIONAL APPROPRIATION REQUIRED:	N/A		
ACCOUNT NO.:	N/A		

EXECUTIVE SUMMARY

The Charter for the City of West University Place, Article X. – General Provisions, Section 10. 13 – Charter Review; states that:

“In 1988, and every six years thereafter, the Council shall appoint, at its first regular meeting in June (June 11th this year), a Charter Review Committee of seven residents of the City. The term of office of the Charter Review Committee shall be six months unless extended by the Council.”

Being that 2019 is a Charter Election year, a Charter Review Committee was appointed by Council at its meeting on May 21, 2018. After several meetings and lengthy discussions, the Committee prepared the attached report of its recommended changes to the Charter. Following discussions with the Committee regarding the report, Council can accept some or all of the Committee’s recommendations, reject some or all the recommendations or direct the Committee to do further research on some or all of the recommendations.

RECOMMENDATION

Discuss and take an desired action.

MEMORANDUM

TO: City Council, City of West University Place
FROM: Charter Review Committee
DATE: November 7, 2018
RE: CRC Findings and Recommendations

The City of West University Place Charter Review Committee (“CRC”) met on July 26, August 2, September 6, October 10, and October 30, 2018, to review the city’s Charter in order to ensure that city government and its operations comply with the Charter and to improve the effectiveness of the Charter. As required by Charter Article 10.13(b)(4), CRC now makes the following written report of its findings and recommendations, for Council’s consideration:

1. On a 6–1 vote, CRC recommends alteration of Section 2.03 as follows:

Section 2.03. – Limit on Successive Terms.

No person shall serve as Mayor for more than ~~two~~ **three** successive terms and no person shall serve as Council Member for more than ~~two~~ **three** successive terms.

Reasoning: The City’s two-year term limits are among the shortest in the county. This prohibits council members from participating meaningfully in county-wide or state-wide municipal organizations. CRC considers our current two-year term limits a net positive in that they promote turnover of City officials and prevent “career legislators.” However, CRC believes the proposed increase in term limits from two to three successive terms will continue to accomplish these goals, yet permit city officials to participate meaningfully in outside municipal organizations.

CRC acknowledges that a similar recommendation was proposed six years ago, when the Charter was last reviewed, and that city residents narrowly defeated this proposition (983 – 963). However, CRC – with fully new membership – feels strongly that this recommendation is worthy of renewed consideration, and that is why we include it here.

2. On a 5–2 vote, CRC recommends alteration of Section 2.05 as follows:

Section 2.05. – Vacancies

If at any time a vacancy exists on the Council, Council shall fill the vacancy with an appointment by a majority vote of the remaining Council members, with such appointee to serve until the next regularly scheduled election, ~~provided, however, that if such vacancy is not filled by Council within 60 days, then such vacancy shall be filled by special election.~~ **Council shall fill the vacancy within 60 days.** Any person appointed or elected to the Council under this provision, shall meet all qualifications to serve as a Council member under Section 2.02 as of the date of such appointment or election.

Reasoning: Council “shall be composed of five persons, a Mayor and four Council Members.” Section 2.01. When Council is composed of fewer members, no matter the reason, the public is deprived of representation.

The current version of the Charter anticipates this shortcoming, requiring Council to fill a vacancy within 60 days or hold a special election. However, Texas election law has changed since we last reviewed the charter, and the City can now hold special elections only in November or May, in compliance with attendant notice provisions. Practically speaking, this means that Council need not fill a Council vacancy until the next *regularly scheduled* election. CRC believes this is too long to wait. Accordingly, CRC proposes this revision to restore representation to the electorate.

Of note, the two dissenting CRC members also favor this revision. However, they prefer to provide that, if Council fails to act within the required 60 days, authority to fill the vacancy will pass solely to the Mayor. This recommendation is noted in bold, red type below:

Section 2.05. – Vacancies

If at any time a vacancy exists on the Council, Council shall fill the vacancy with an appointment by a majority vote of the remaining Council members, with such appointee to serve until the next regularly scheduled election, ~~provided, however, that if such vacancy is not filled by Council within 60 days, then such vacancy shall be filled by special election.~~ **Council shall fill the vacancy within 60 days. If Council does not fill the vacancy within 60 days, then the Mayor shall fill the vacancy.** Any person appointed or elected to the Council under this provision, shall meet all qualifications to serve as a Council member under Section 2.02 as of the date of such appointment or election.

3. On a 6–1 vote, CRC recommends alteration of Section 2.07 as follows:

Section 2.07. – Mayor Pro Tem.

~~At its first meeting,~~ [T]he Council shall elect one of its members Mayor Pro Tem, who shall perform the duties and have the power of the Mayor during the absence or inability of the Mayor to perform the duties of that office. **Election of the Mayor Pro Tem shall be at Council’s first meeting or, in the event of a vacancy, within 60 days.**

Reasoning: The Charter provides that Council “shall be composed of five persons, a Mayor and four Council Members.” Section 2.01. It further provides that, “*at its first meeting,*” Council is required to elect a member to serve as Mayor Pro Tem, “who shall perform the duties and have the power of the Mayor” whenever the mayor is unavailable. Section 2.07 (emphasis added).

The Charter thus clearly reflects the electorate’s preference for the presence of a Mayor on Council, or someone acting in the Mayor’s stead. CRC agrees with this preference, noting that many mayoral duties – including emergency management – must be performed in a timely fashion. Having a vacancy in the mayoral position, even if only for a few days, could be problematic if it occurred at the wrong time.

Accordingly, CRC believes that when Council fails to elect a mayor pro tem, the public is deprived of representation. For this reason, CRC proposes to clarify that Council should elect a mayor pro tem whenever there is a vacancy.

4. On a 4–3 vote, CRC recommends alteration of Section 7.07 as follows:

Section 7.07. – Issuance of Bond and Other Obligations of the City

The City shall have the right and power to borrow money on the credit of the City for permanent public improvements or for other public purposes as determined by the Council, and the power to issue bonds, certificates of obligation, warrants, or other evidences of indebtedness of the City as authorized by the laws of the State of Texas. On the date of any bond issue, the total bonded indebtedness of the City, including such issue, shall not exceed ~~five~~ **three** percent of the net taxable value of property on the tax rolls of the City, and any issue of bonds in excess of said sum shall be void as to such excess. Notwithstanding any other provisions of this Charter to the contrary, ordinances authorizing the issuance of bonds, certificates of obligation, warrants, or other evidences of indebtedness, or ordinances authorizing the levy of taxes or the pledge of revenues to secure payment of indebtedness shall require only one reading, shall become effective immediately, and shall not be subject to referendum. Nothing in this Section excuses compliance with Section 7.08 of the Charter.

Reasoning: In FY2011, the net taxable value of property on the tax rolls of the city totaled approximately \$4.1 billion; thus, the acceptable total bonded indebtedness of the city permitted by the Charter would top out at approximately \$205 million. By comparison, in FY2017, the net taxable value of property on the tax rolls of the city totaled approximately \$6.4 billion; thus, the acceptable total bonded indebtedness of the city permitted by the Charter would top out at approximately \$320 million.¹ By making this change from 5% to 3%, it would bring the permitted debt limit more into line with that approved in 2012, when the Charter was last reviewed. Moreover, any increase in the net taxable value of city property over the next six years, when the Charter is once again scheduled for review, would increase the bond limit accordingly.

A slim majority of CRC supported this change, four of seven members, believing that allowing the city to take on this much debt would be a mistake. However, given that the city’s current debt load hovers around \$40 million,² CRC believes the danger of the city taking on too much debt is slim; accordingly, the three remaining CRC members preferred the “if it ain’t broke, don’t fix it” approach.

¹ In the Operating Budget, Finance Director Marie Kalka notes a total taxable property value of \$6.047 Billion per Harris County as of this year. This is a decrease, but it still sets the permitted debt level at more than \$300 million.

² Total Debt at 12.31.2017, per CAFR, was \$46.14 million (of which \$7.77 million was due for repayment in fiscal 2018). Total Debt at 10.15.2018 (date of Operating Budget) was \$42.3 million per Finance Director Kalka. The Estimated Total Debt at 12.31.2018 (year-end per Operating Budget) is expected to be \$38.37 million.

5. On a 7–0 vote, CRC recommends alteration of Section 10.13 as follows:

Section 10.13. – Charter Review

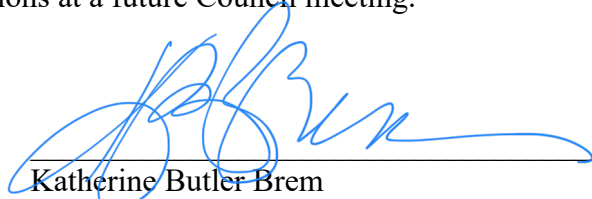
- a. In 1988, and every six years thereafter, the Council shall appoint, at its first regular meeting in June, a Charter Review Committee of ~~seven~~ **nine** residents of the City. . . .

Reasoning: Through discussions with the City Secretary, CRC understands Council struggled with the decision whether to appoint any alternates to CRC. CRC believes appointment of nine residents as regular members would permit CRC to function in the manner in which it was intended, without requiring the appointment of any alternates.

Without proposing amendments to the current Charter, CRC does offer the following observations about our deliberations in order that Council might consider preparing a guidance document to assist future councils:

- 1) The committee should meet within 60 days after Council appoints the CRC.
- 2) At its first meeting, CRC should elect a Chair and Vice-Chair.
- 3) The CRC may also elect a Secretary, or choose to appoint the City Secretary to serve in this capacity.

Speaking on behalf of CRC, we thank you for the opportunity to serve our community. We will be happy to address any of your questions at a future Council meeting.



Katherine Butler Brem
Chairperson, Charter Review Committee

AGENDA MEMO
BUSINESS OF THE CITY COUNCIL
CITY OF WEST UNIVERSITY PLACE, TEXAS

AGENDA OF:	December 10, 2018	AGENDA ITEM:	3
DATE SUBMITTED:	December 6, 2018	DEPARTMENT:	Parks and Recreation
PREPARED BY:	Susan White	PRESENTER:	Susan White, Parks and Recreation Director
SUBJECT:	Update to Parks and Open Space Master Plan - Park Redevelopment Program		
ATTACHMENTS:	Proposed Park Redevelopment Program		
EXPENDITURE REQUIRED:	N/A		
AMOUNT BUDGETED:	N/A		
ACCOUNT NO.:	N/A		
ADDITIONAL APPROPRIATION REQUIRED:	N/A		
ACCOUNT NO.:	N/A		

EXECUTIVE SUMMARY

In 2015, City Council approved the Parks and Open Space Master Plan which includes the recommendation of a Park Redevelopment Program. Jennie Elizabeth Hughes Park has been a primary focus until this point, and now we are ready to begin the Parks Redevelopment Program. On November 7, 2018, the Parks and Recreation Board approved a recommendation to update the Parks Redevelopment Program. The proposed update was provided to the original Parks Master Planning Task Force for commentary, and there were no objections.

Highlights:

- Removal of date ranges for each park; replaced with numerical order.
- Update of map to include Colonial Park West and Jennie Elizabeth Hughes Park
- Prioritization order adjusted to align with the order originally suggested by Parks Master Planning Task Force members and current Parks and Recreation Board members.
- “Address one park every two years – one year for input and design; one year for construction.” has been removed under the process section, as the Parks and Recreation Board and staff feel that the process for redevelopment per park will not take two years.

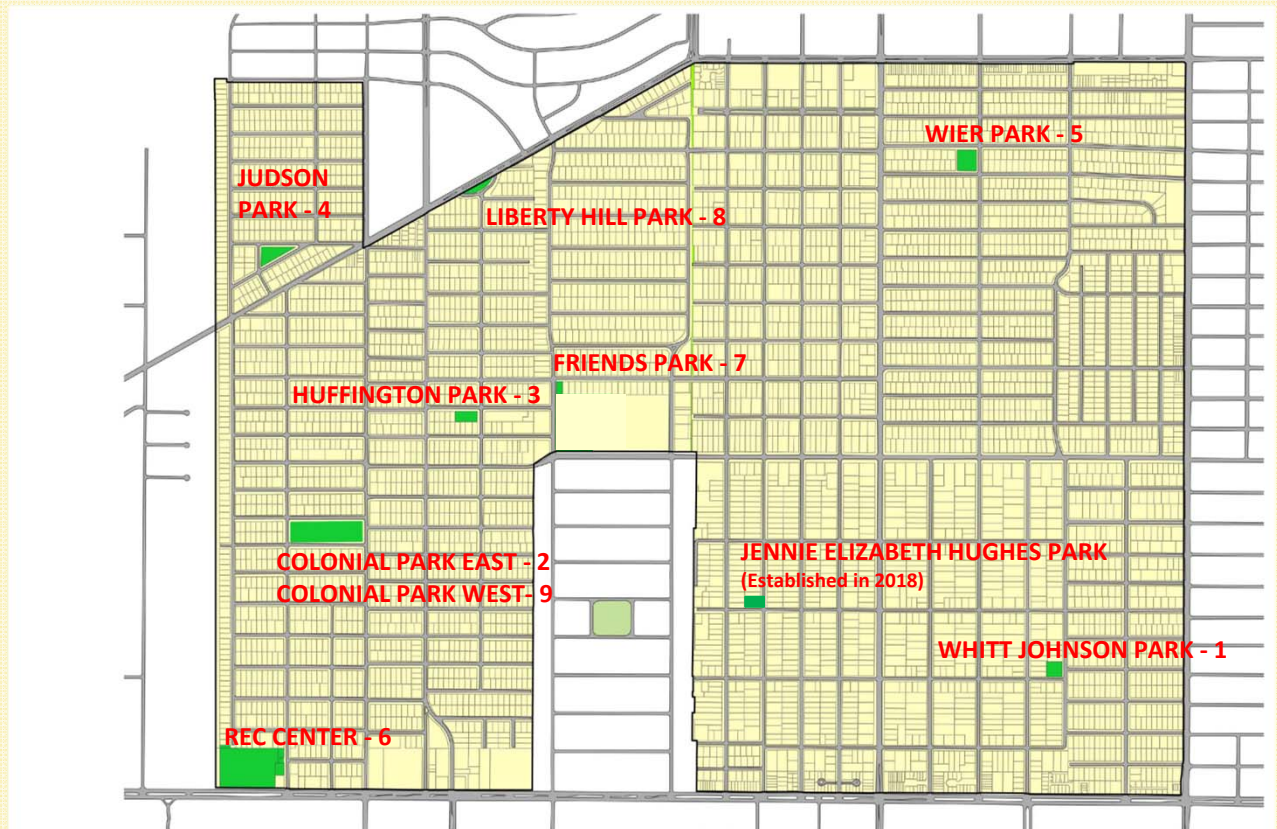
RECOMMENDATION

Staff recommends that City Council approve the updated Park Redevelopment Program recommendation in the Parks and Open Space Master Plan.

Recommendation –

1. Establish a phased program to evaluate all West U parks. Design, revitalize, and redevelop parks as applicable to best serve the needs of the community.

Periodically parks must be reevaluated and considered in a fresh light to ensure they serve the community as needed. This program will address fundamental issues at each park and will consider whether major, fundamental changes need to be made. It will not be focused on repairs or replacement of equipment, but will address what amenities are provided, how they are arranged within the park property and how the park relates to the surrounding neighborhood. Current park uses will be challenged to ensure they remain vital and appropriate for the limited space available.



The above order should not be considered absolute. Circumstances such as new parkland acquisition, equipment issues, amenity additions, etc. may alter or supersede the prioritization.

A Look at the Future
Park Redevelopment Program

Updated – December 10, 2018



STAKEHOLDERS

- Residents around the park
- Resident park users
- Parks Board – balanced view of overall park system
- Friends of West U Parks
- West U Senior Board
- Parks Department Staff
- Design Professionals

PROCESS

- Evaluate preferences of park users and community needs
- Evaluate conditions and performance of the park
- Evaluate surrounding neighborhood conditions and pedestrian access
- Consider a variety of improvements – up to complete redesign as warranted

BUDGET AND FUNDING

- Allocate major capital funding for each park depending on park size and project scope
- Work with Friends to determine target share for each



\$



\$



PROJECT BUDGET

AGENDA MEMO
BUSINESS OF THE CITY COUNCIL
CITY OF WEST UNIVERSITY PLACE, TEXAS

AGENDA OF:	December 10, 2018	AGENDA ITEM:	4
DATE SUBMITTED:	December 6, 2018	DEPARTMENT:	City Administration
PREPARED BY:	James Urban, Human Resources Director	PRESENTER:	Julian Fontana, IPS Advisors And James Urban, Human Resources Director
SUBJECT:	Request for Proposals for Employee Benefit Plans		
ATTACHMENTS:	IPS/HUB Powerpoint on RFP		
EXPENDITURE REQUIRED:	\$2,120,300 (approximate) based on current participation levels (vacancies, retirees, and any employee changes during open enrollment can change actual city contribution total).		
AMOUNT BUDGETED:	\$2,120,300		
ACCOUNT NO.:	510-1000-71510 (Employee Medical) 510-1000-71511 (Retiree Medical) 510-1000-71513 (Employee Dental) 510-1000-71514 (Employee Vision) 510-1000-71516 (Life, AD&D and Disability)		
ADDITIONAL APPROPRIATION REQUIRED:	N/A		
ACCOUNT NO.:	N/A		

EXECUTIVE SUMMARY

Human Resources, in conjunction with HUB/IPS Advisors, conducted a request for proposals for current employee benefits including medical, dental, vision, life, accidental death and dismemberment, short-term disability, long-term disability, flex spending account administration, health reimbursement account administration, and employee assistance program. The request went out on October 3, 2018, with an initial due date of October 17, 2018. Due to requests made by multiple carriers, the deadline was extended to October 24, 2018.

Three of our current providers did not respond to the request for proposals: Guardian (dental), Boon Chapman (flex spending and health reimbursement account administration), and UTEAP (employee assistance program). Bidders were provided current plan design information and current enrollment elections of employees.

The proposals received for medical included Cigna, United Healthcare, Aetna, and Blue Cross Blue Shield. Proposals for dental included United Concordia, Unum, United Healthcare, Cigna, and Metlife. Proposals for vision included Dearborn, Superior Vision, United Healthcare, Cigna, Metlife, MES Vision, and Unum. Proposals for life insurance, accidental death and dismemberment, and short- and long-term disability included Mutual of Omaha, Sun Life, Symetra, Hartford, Dearborn, and Unum. Proposals for flex spending

account administration and health reimbursement account administration included United Healthcare, Flores and Associates, Cigna, Connect Your Care, and Discovery Benefits. Proposals for employee assistance program included United Healthcare, Hartford, Cigna, and Alliance Work Partners.

HUB/IPS Advisors have prepared a presentation detailing the most competitive proposal compared to current levels. They also conducted best and final alternatives and provide more detail on the medical options, particularly with Blue Cross and Blue Shield and Aetna.

Based on our negative two-year history of loss ratio, the amount of claims paid relative to premiums received, the City is unable to recognize any financial savings on medical plans at this time. The City's trend is currently in a positive direction, with fewer large claimants in the past six months. If this trend continues and staff continues to work with HUB/IPS on plan design changes and recommendations, the City would benefit from an RFP process for benefits in the spring ahead of an October 1 renewal period.

RECOMMENDATION

Staff recommends that City Council reject all bids for request for proposals for employee benefits.



2019 Plan Review, RFP Analysis & Recommendations

City of West University Place

December 10, 2018

Presented by:

Julian Fontana

Employee Benefits Specialist

Brent Weegar, MBA

Senior Vice President

Brian Wilson

Senior Account Executive



About IPS Advisors, a division of HUB International

Founded in **1978** Acquired by HUB in **2018**

20 years average team member experience

10,000 + HUB National / **230 +** HUB TX employees

HUB TX - Headquartered in **Dallas** with offices in Fort Worth, Houston, El Paso & Austin

IPS Advisors merged with HUB in 2018 to provide clients access to best in class benefits consulting services including benefit & retirement actuarial & analytical resources



HUB International – Serves **76** Political Subdivisions

Public Sector Experience



Historical Medical Plan Cost Analysis / Utilization



Monthly Claims vs. Premium Report

Date	Subscribers	Medical Cost	Rx Cost	Total Cost	Premium Cost	Loss Ratio
Oct 2016	139	\$77,614	\$48,306	\$125,920	\$148,861	84.6%
Nov 2016	138	\$145,216	\$14,737	\$159,952	\$149,584	106.9%
Dec 2016	138	\$92,661	\$48,789	\$141,451	\$148,983	94.9%
Jan 2017	140	\$138,880	\$10,328	\$149,208	\$149,584	99.7%
Feb 2017	137	\$110,985	\$24,244	\$135,228	\$151,029	89.5%
Mar 2017	138	\$182,376	\$29,949	\$212,325	\$147,268	144.2%
Apr 2017	139	\$176,792	\$27,379	\$204,171	\$149,463	136.6%
May 2017	141	\$68,532	\$30,310	\$98,841	\$150,666	65.6%
Jun 2017	143	\$231,415	\$33,634	\$265,049	\$151,267	175.2%
Jul 2017	139	\$81,173	\$26,343	\$107,516	\$146,213	73.5%
Aug 2017	139	\$98,137	\$34,981	\$133,118	\$150,665	88.4%
Sep 2017	141	\$116,201	\$30,245	\$146,447	\$149,943	97.7%
Plan Year Total	139	\$1,519,981	\$359,244	\$1,879,225	\$1,793,525	104.8%
Per Capita		\$10,909	\$2,578	\$13,487	\$12,872	
Oct 2017	140	\$153,297	\$29,088	\$182,384	\$146,424	124.6%
Nov 2017	138	\$108,630	\$33,810	\$142,440	\$148,321	96.0%
Dec 2017	140	\$85,218	\$28,970	\$114,188	\$148,321	77.0%
Jan 2018	139	\$102,081	\$34,941	\$137,022	\$148,359	92.4%
Feb 2018	139	\$104,727	\$53,434	\$158,161	\$144,060	109.8%
Mar 2018	141	\$64,789	\$34,154	\$98,943	\$143,186	69.1%
Apr 2018	139	\$194,698	\$28,658	\$223,356	\$143,274	155.9%
May 2018	137	\$112,489	\$47,822	\$160,311	\$138,627	115.6%
Jun 2018	139	\$22,894	\$40,518	\$63,411	\$137,854	46.0%
Jul 2018	140	\$39,089	\$31,830	\$70,918	\$140,487	50.5%
Aug 2018	140	\$57,082	\$60,869	\$117,950	\$144,445	81.7%
Sep 2018	140	\$31,228	\$41,973	\$73,201	\$145,838	50.2%
Plan Year Total (YTD)	139	\$1,076,220	\$466,066	\$1,542,286	\$1,729,197	89.2%
Per Capita		\$7,724	\$3,345	\$11,069	\$12,411	
\$ Difference from Prior Year		-\$443,761	\$106,822	-\$336,939	-\$64,328	
% Difference from Prior Year		-29%	30%	-18%	-4%	

Large Claims (Over \$50K)

2017-2018

Claimant	Diagnostic	Total Paid
1	Neoplasms	\$220,169
2	Chemo/Cancer	\$205,500
3	Circulatory System	\$135,860
4	Musculoskeletal Cond.	\$102,250
5	Circulatory System	\$74,504
6	Knee Inj. Unspecified	\$58,942
Total		\$797,225

Large Claims were 52% of Total Claims

2016-2017

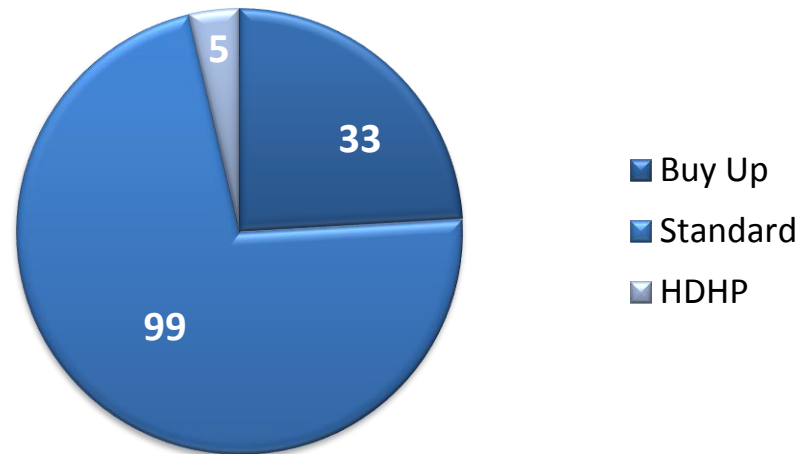
Claimant	Diagnostic	Total Paid
1	Neoplasms	\$321,869
2	Circulatory System	\$165,435
3	Neoplasms	\$129,274
4	Neoplasms	\$122,023
5	Ill Defined	\$110,616
6	Circulatory System	\$93,916
7	Circulatory System	\$91,195
8	Circulatory System	\$85,351
Total		\$1,119,682

Large Claims were 60% of Total Claims

NOTES

- Claims experience improved in 2017-2018 versus 2016-2017 but is still higher than ACA target loss ratio of 85%.
- Medical claims decreased while Prescription claims during the same period increased.
- The number of large claimants in excess of \$50,000 reduced from 8 in the prior period to 6 in the most recent plan year but there are still ongoing catastrophic cases in the group.

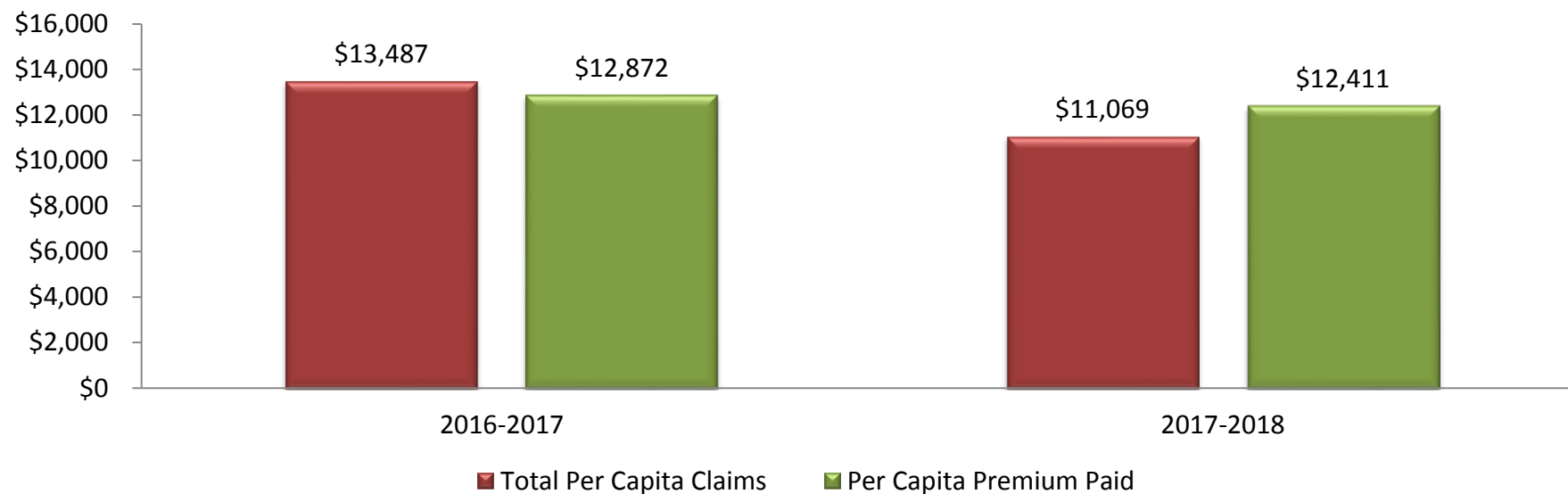
2017-2018 Enrollment Summary



Year	Buy Up	Standard	HDHP	Total
2017-2018	33	99	5	137
% Enrollment	24%	72%	4%	100%

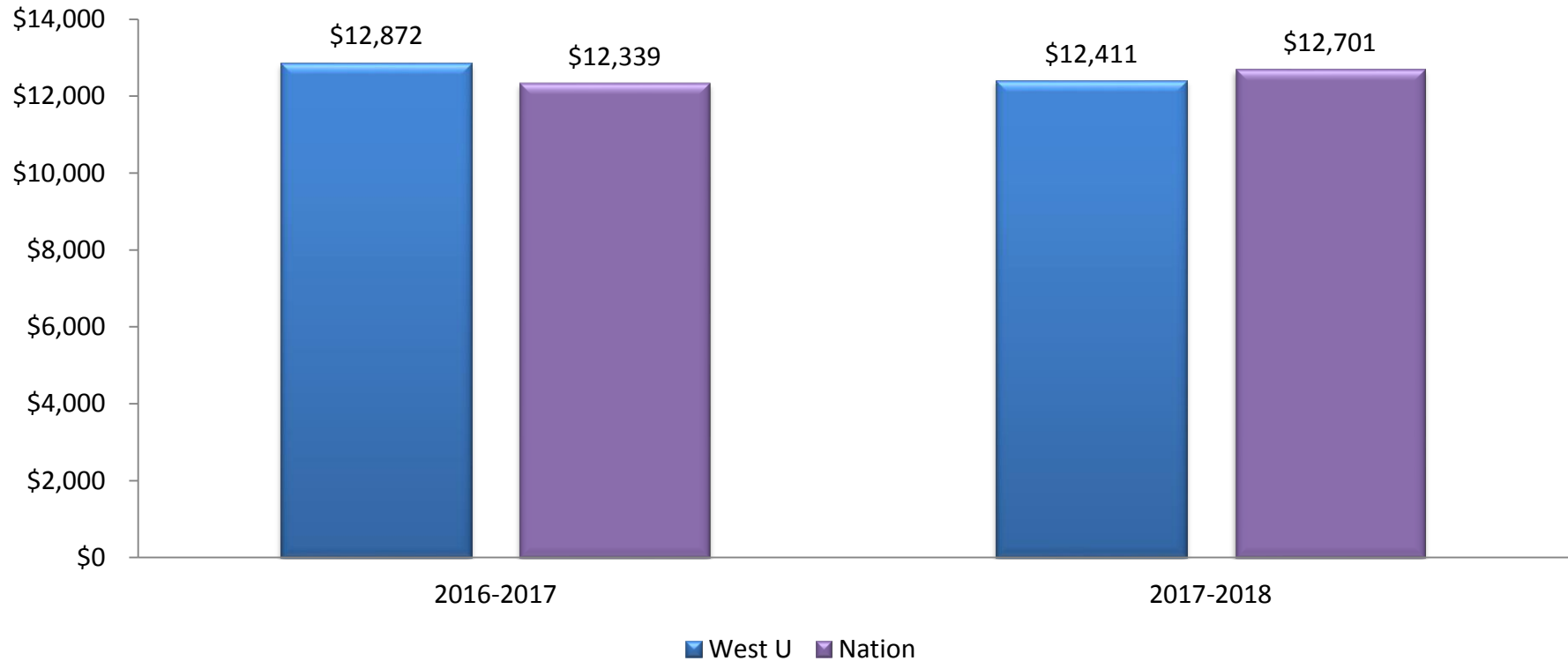
There is a relatively small percentage of participation in the HDHP plan due to the plan design and premium contribution strategy.

Loss Ratio



Year	Total Per Capita Claims	% Δ	Per Capita Premium Paid	% Δ	Loss Ratio
2016-2017	\$13,487	na	\$12,872	na	104.8%
2017-2018	\$11,069	-17.9%	\$12,411	-3.6%	89.2%

Total Per Capita Premium vs Nation



Year	West U	% Δ	Nation	% Δ
2016-2017	\$12,872	na	\$12,339	na
2017-2018	\$12,411	-3.6%	\$12,701	2.9%

2018 - 2019 Medical Plan Design

	MM22 Buy Up Plan	MM31 Standard plan	MMH3 HRA Buy Down
	Current/Proposed	Current/Proposed	Current/Proposed
Deductible			Embedded Deductible
In-Network	\$2,500 Ind./ \$7,500 Fam.	\$5,000 Ind./ \$10,000 Fam.	\$5,000 Ind./ \$10,000 Fam.
Non-Network	\$5,000 Ind./ \$15,000 Fam.	\$10,000 Ind./ \$20,000 Fam.	\$10,000 Ind./ \$20,000 Fam.
Out Of Pocket Max	Includes Ded. / Coinsurance	Includes Ded. / Coinsurance	Includes Ded. / Coinsurance
In-Network	\$5,500 Ind./ \$10,200 Fam.	\$5,600 Ind./ \$10,200 Fam.	\$5,000 Ind./ \$10,000 Fam.
Non-Network	\$11,000 Ind./ \$33,000 Fam.	\$17,000 Ind./ \$51,000 Fam.	\$10,000 Ind./ \$20,000 Fam.
Coinsurance			
In-Network	80%	80%	100%
Non-Network	60%	60%	70%
Physician Office Visit			
Telemedicine	\$25	\$40	Ded./ 0%
In-Network	\$25	\$40	Ded./ 0%
Non-Network	Ded./ 40%	Ded./ 40%	Ded./ 70%
Specialist Office Visit			
In-Network	\$25	Ded./ 20%	Ded./ 0%
Non-Network	Ded./ 40%	Ded./ 40%	Ded./ 70%
Outpatient Lab, X-ray			
In-Network	0%, deductible waived	0%, deductible waived	Ded./ 0%
Non-Network	Ded./ 40%	Ded./ 40%	Ded./ 70%
RehabTherapy PT / OT / ST			
In-Network	Ded./ 20%	Ded./ 20%	Ded./ 0%
Non-Network	Ded./ 40%	Ded./ 40%	Ded./ 70%
Hospital & Outpatient Surgery			
In-Network	Ded./ 20%	Ded./ 20%	Ded./ 0%
Non-Network	Ded./ 40%	Ded./ 40%	Ded./ 70%
Urgent Care			
In-Network	\$50	\$65	Ded./ 0%
Non-Network	Ded./ 40%	Ded./ 40%	Ded./ 70%
Emergency Room			
	\$100 Access fee; waived if admitted	\$100 Access fee; waived if admitted	
In-Network	Ded./ 20%	Ded./ 20%	Ded./ 0%
Non-Network	Ded./ 50%	Ded./ 50%	Ded./ 0%
Prescriptions			
	\$1,000 Ind./\$3,000 Fam.	\$1,000 Ind./\$3,000 Fam.	
Network Retail Pharmacy	Rx OOP Max	Rx OOP Max	\$0 after deductible
Network Mail Order	\$10/\$40/\$60/\$150	\$10/\$40/\$60/\$150	\$0 after deductible
Mac A/ ST /QL / PA	\$10/\$40/\$60 Included	\$10/\$40/\$60 Included	Included

2018 - 2019 Medical Contributions

ENROLLMENT		UNIT RATES				TOTAL RATES
Buy Up Plan	Full Time Employees	Medical Rate	City Contribution (\$)	City Contribution (%)	Employee Contribution (\$)	Total Employee Contribution (\$)
Employee	33	\$656.37	\$574.44	87.5%	\$81.93	\$81.93
+ Children	5	\$558.09	\$264.67	47.4%	\$293.42	\$375.35
+ Spouse	4	\$788.76	\$424.05	53.8%	\$364.71	\$446.64
+ Family	3	\$1,444.74	\$974.08	67.4%	\$470.66	\$552.59
Premium Contributions	33	\$383,279	\$298,780	78.0%	\$84,499	

Standard Plan	Full Time Employees	Medical Rate	City Contribution (\$)	City Contribution (%)	Employee Contribution (\$)	Total Employee Contribution (\$)
Employee	99	\$604.62	\$574.44	95.0%	\$30.18	\$30.18
+ Children	10	\$514.10	\$264.67	51.5%	\$249.43	\$279.61
+ Spouse	11	\$726.59	\$424.05	58.4%	\$302.54	\$332.72
+ Family	25	\$1,330.86	\$974.08	73.2%	\$356.78	\$386.96
Premium Contributions	99	\$1,275,148	\$1,062,394	83.3%	\$212,755	

HDHP HRA Buy Down	Full Time Employees	Medical Rate	City Contribution (\$)	City Contribution (%)	Employee Contribution (\$)	Total Employee Contribution (\$)
Employee	5	\$553.25	\$525.63	95.0%	\$27.62	\$27.62
+ Children	0	\$470.42	\$242.19	51.5%	\$228.23	\$255.85
+ Spouse	0	\$664.85	\$388.02	58.4%	\$276.83	\$304.45
+ Family	1	\$1,217.77	\$891.31	73.2%	\$326.46	\$354.08
Premium Contributions	5	\$47,808	\$42,234	88.3%	\$5,575	

All Plans	Full Time Employees	Total Medical Cost	City Contribution (\$)	City Contribution (%)	Employee Contribution (\$)
Total Contributions - All Plans	132	\$1,658,427	\$1,361,173	82.1%	\$297,254

Benchmarking - Benefits

	Public Average Traditional PPO	Public Average HDHP	West University Place		
Number of Enrolled Employees			137		
Plans Offered	Non HDHP	HDHP	3		
Current Carrier			BCBS		
Plan Year			2018-2019		
Plan Type			Buy Up	Standard	HDHP
HSA or HRA Contribution		\$966 EE x 2 EE+Dep.	n/a	n/a	\$500 EE or EE+Dep.
Individual Deductible	\$1,328	\$2,540	\$2,500	\$5,000	\$5,000
Family Deductible	\$2,800	\$5,157	\$5,000	\$10,000	\$10,000
Individual Out of Pocket	\$4,035	\$4,323	\$5,500	\$5,600	\$5,000
Family Out of Pocket	\$8,488	\$8,735	\$10,200	\$10,200	\$10,000
Coinsurance	20%	20%	20%	20%	0%
Office Visits/Doctor Copay	\$25 PCP Copay/ \$50 Specialist Copay	20% after deductible	\$25 PCP Copay/ \$25 Specialist Copay	\$40 PCP Copay/ \$40 Specialist Copay	0% after deductible
Urgent Care	\$65 Copay	20% after deductible	\$50 Copay	\$65 Copay	0% after deductible
Emergency Room	\$150 Copay	20% after deductible	\$100 Copay / 20% after deductible	\$100 Copay / 20% after deductible	0% after deductible
Inpatient Surgery	20% after deductible	20% after deductible	20% after deductible	20% after deductible	0% after deductible
Pharmacy – Retail Copay 30 day	Tier 1- \$10 Tier 2- \$35 Tier 3- \$60 Tier 4- \$150	20% after deductible	Tier 1 - \$10 Tier 2 - \$40 Tier 3 - \$60 Tier 4- \$150	Tier 1 - \$20 Tier 2 - \$40 Tier 3 - \$60 Tier 4- \$150	\$0 after deductible

Benchmarking – Employee Contributions

Employee Contributions	Public Average Traditional PPO	Public Average HDHP	West University Place		
Plan	Non HDHP	HDHP	Buy Up	Standard Plan	HDHP
Employee	\$53	\$24	\$81	\$30	\$27
EE + Spouse	\$431	\$285	\$375	\$279	\$255
EE + Child	\$302	\$200	\$446	\$332	\$304
EE + Family	\$611	\$422	\$552	\$386	\$354

Per Capita Cost	Average of All Cities	West University Place
Total Per Capita Cost	\$12,401	\$12,564
Employer Per Capita Cost	\$10,377	\$10,312
Employee Per Capita Cost	\$2,025	\$2,252

Per Capita Cost	Average of All Cities	West University Place
% Employer Funded	83.7%	82.1%
% Employee Funded	16.3%	17.9%

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Summary

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Request for Proposal Overview

RFP Data

Proposal Number: #HR-003
 Title: Health and Welfare Request for Proposal
 Issue Date: October 3, 2018

Request For Proposal To Market

Date: October 3, 2018

Distributed by: IPS/HUB
 Lai Phomsouvanh, Sr. Marketing Assistant
 10000 N. Central Expressway, Suite 1100
 Dallas, Texas 75231

Proposal Due Date

Date: October 26, 2018
 Time: 2:00 p.m. CST

VENDOR SELECTION CRITERIA OVERVIEW

The objective of the evaluation for proposals will be to select the provider whose proposal is most responsive to the City's relating importance, price, and other factors considered:

Cost (40%)

- a) Fixed Costs: includes insurance costs and administrative costs
- b) Variable Costs: costs stated as a percentage of paid claims, cost management (i.e., shifting of more/less workload to City of Paris's staff)
- c) Ability to reduce claims expense

Financial Stability (10%)

- a) Insurance Company, AM Best Rating (A or better)

Communication (5%)

- a) Educational material for employees
- b) Summary Plan Description capabilities
- c) Administrative kits for locations
- d) Bilingual capability

Claims Processing (20%)

- a) Turnaround time excluding medical review of claims
- b) Pended claims procedures
- c) Statistical accuracy
- d) General service procedures

Claims Management Reports (10%)

Frequency and format of claims reports

Integrated Systems / Technology Initiative (10%)

Integrated systems linked to database are integral to the provider selection. The following components make up the whole of an integrated system:

- a) Eligibility
- b) Utilization review
- c) Claims function
- d) Claims payment / family histories (i.e. pre-existing condition)
- e) Stop loss intrusion
- f) Electronic claims inquiry
- g) Internet based enrollment/eligibility/wellness/links to PPO networks

5. References (5%)

RFP Vendor Response List

Basic & Voluntary Life

Sun Life – Incumbent

Mutual of Omaha - Finalist
Dearborn National
Hartford- Quoted - Not Competitive
Symetra – Quoted – Not Competitive
UNUM- Quoted - Not Competitive

Long Term Disability

Sun Life – Incumbent

Mutual of Omaha - Finalist
Dearborn National
Hartford- Quoted - Not Competitive
Symetra – Quoted – Not Competitive
UNUM- Quoted - Not Competitive

Short Term Disability

Sun Life – Incumbent

Mutual of Omaha - Finalist
Dearborn National
Hartford- Quoted - Not Competitive
Symetra – Quoted – Not Competitive
UNUM- Quoted - Not Competitive

Medical

BCBS – Incumbent

Aetna - Finalist
CIGNA - Quoted – Not Competitive
UHC - Quoted – Not Competitive

Voluntary Dental

Guardian- Incumbent

MetLife - Finalist
United Healthcare – Not Competitive
United Concordia - Not Competitive
UNUM – Did not meet minimum requirements

Voluntary Vision

Superior Vision- Incumbent

Cigna - Finalist
Unum - Not Competitive
Metlife - Not Competitive
MES Vision – Quoted - Not Competitive
Dearborn National – Quoted - Not Competitive
United Healthcare- Quoted - Not Competitive

Employee Assistance Program

UTEAP – Incumbent

Alliance Work Partners
Aetna

2

Analysis – Medical Benefits



Current Medical Benefits



BlueCross
BlueShield

	MM22 Buy Up Plan	MM31 Standard plan	MMH3 HRA Buy Down
	Current/Proposed	Current/Proposed	Current/Proposed
Deductible			Embedded Deductible
In-Network	\$2,500 Ind./ \$7,500 Fam.	\$5,000 Ind./ \$10,000 Fam.	\$5,000 Ind./ \$10,000 Fam.
Non-Network	\$5,000 Ind./ \$15,000 Fam.	\$10,000 Ind./ \$20,000 Fam.	\$10,000 Ind. /\$20,000 Fam.
Out Of Pocket Max	Includes Ded. / Coinsurance	Includes Ded. / Coinsurance	Includes Ded. / Coinsurance
In-Network	\$5,500 Ind./ \$10,200 Fam.	\$5,600 Ind./ \$10,200 Fam.	\$5,000 Ind./ \$10,000 Fam.
Non-Network	\$11,000 Ind./ \$33,000 Fam.	\$17,000 Ind./ \$51,000 Fam.	\$10,000 Ind./ \$20,000 Fam.
Coinsurance			
In-Network	80%	80%	100%
Non-Network	60%	60%	70%
Physician Office Visit			
Telemedicine	\$25	\$40	Ded./ 0%
In-Network	\$25	\$40	Ded./ 0%
Non-Network	Ded./ 40%	Ded./ 40%	Ded./ 70%
Specialist Office Visit			
In-Network	\$25	Ded./ 20%	Ded./ 0%
Non-Network	Ded./ 40%	Ded./ 40%	Ded./ 70%
Outpatient Lab, X-ray			
In-Network	0%, deductible waived	0%, deductible waived	Ded./ 0%
Non-Network	Ded./ 40%	Ded./ 40%	Ded./ 70%
RehabTherapy PT / OT / ST			
In-Network	Ded./ 20%	Ded./ 20%	Ded./ 0%
Non-Network	Ded./ 40%	Ded./ 40%	Ded./ 70%
Hospital & Outpatient Surgery			
In-Network	Ded./ 20%	Ded./ 20%	Ded./ 0%
Non-Network	Ded./ 40%	Ded./ 40%	Ded./ 70%
Urgent Care			
In-Network	\$50	\$65	Ded./ 0%
Non-Network	Ded./ 40%	Ded./ 40%	Ded./ 70%
Emergency Room			
	\$100 Access fee; waived if admitted	\$100 Access fee; waived if admitted	
In-Network	Ded./ 20%	Ded./ 20%	Ded./ 0%
Non-Network	Ded./ 50%	Ded./ 50%	Ded./ 0%
Prescriptions			
	\$1,000 Ind./\$3,000 Fam.	\$1,000 Ind./\$3,000 Fam.	
	Rx OOP Max	Rx OOP Max	
Network Retail Pharmacy	\$10/\$40/\$60/\$150	\$10/\$40/\$60/\$150	\$0 after deductible
Network Mail Order	\$10/\$40/\$60	\$10/\$40/\$60	\$0 after deductible
Mac A/ ST /QL / PA	Included	Included	Included

Proposed Medical Premiums 1.2019



FINANCIALS	Buy Up	STD	HDHP	MM22 Buy Up Plan \$2,500 Ded. / 80% / \$5,500 OOP	MM31 Standard Plan \$5,000 Ded. / 80% / \$5,600 OOP	MMH3 HRA Buy Down \$5,000 Ded./ 100% / \$5,000 OOP
Employee Only	21	53	4	\$656.37	\$604.62	\$553.25
Employee & Spouse	5	10	0	\$1,445.13	\$1,331.21	\$1,218.10
Employee & Child(ren)	4	11	0	\$1,214.46	\$1,118.72	\$1,023.67
Employee & Family	3	25	1	\$2,101.11	\$1,935.48	\$1,771.02
Enrollment By Plan	33	99	5			
Total Monthly Premium				\$32,170.59	\$106,049.88	\$3,984.02
Total Annual Premium				\$386,047.08	\$1,272,598.56	\$47,808.24
Combined Annual Premium				\$1,706,454		
\$ Change from Current					\$0	
% Change from Current					0.0%	

Proposed Closest Matching Current Plans



	TX 18 OMAC 2500	TX 18 OMAC 5000	TX18 H.S.A 5000
	Proposed	Proposed	Proposed
Deductible			Embedded Deductible
In-Network	\$2,500 Ind./ \$5,000 Fam.	\$5,000 Ind./ \$10,000 Fam.	\$5,000 Ind./ \$10,000 Fam.
Non-Network	\$5,000 Ind./ \$15,000 Fam.	\$7,000 Ind. / \$21,000 Fam.	\$10,000 Ind./ \$30,000 Fam.
Out Of Pocket Max	Includes Ded. / Coinsurance	Includes Ded. / Coinsurance	Includes Ded. / Coinsurance
In-Network	\$6,600 Ind./ \$13,200 Fam.	\$6,600 Ind./ \$13,200 Fam.	\$6,000 Ind./ \$15,000 Fam.
Non-Network	\$13,200 Ind./ \$39,000 Fam.	\$13,000 Ind./ \$39,000 Fam.	\$12,000 Ind./ \$45,000 Fam.
Coinsurance			
In-Network	80%	80%	100%
Non-Network	50%	50%	70%
Physician Office Visit			
Telemedicine			
In-Network	\$30	\$40	Ded./ 0%
Non-Network	\$30	\$40	Ded./ 0%
	Ded./ 50%	Ded./ 50%	Ded./ 70%
Specialist Office Visit			
In-Network	\$50	\$70	Ded./ 0%
Non-Network	Ded./ 50%	Ded./ 50%	Ded./ 70%
Outpatient Lab, X-ray			
In-Network	0%, deductible waived	0%, deductible waived	Ded./ 0%
Non-Network	Ded./ 50%	Ded./ 50%	Ded./ 70%
RehabTherapy PT / OT / ST			
In-Network	\$50	\$70	Ded./ 0%
Non-Network	Ded./ 50%	Ded./ 50%	Ded./ 70%
Hospital & Outpatient Surgery			
In-Network	Ded./ 20%	Ded./ 20%	Ded./ 0%
Non-Network	Ded./ 50%	Ded./ 50%	Ded./ 70%
Urgent Care			
In-Network	\$75	\$75	Ded./ 0%
Non-Network	Ded./ 50%	Ded./ 50%	Ded./ 70%
Emergency Room	\$500 Copay per visit	\$500 Copay per visit	
In-Network	20% Ded. Waived	20% Ded. Waived	Ded./ 0%
Non-Network	20% Ded. Waived	20% Ded. Waived	Ded./ 0%
Prescriptions			
Network Retail Pharmacy	\$10/\$35/\$70/\$150	\$10/\$35/\$70/\$150	\$0 after deductible
Network Mail Order	2.5	2.5	\$0 after deductible
Mac A/ ST /QL / PA	Included	Included	Included

Proposed Premiums

Closest Matching Current Plans



FINANCIALS	Buy Up	STD	HDHP	TX 18 OMAC \$2,500 Ded./ 80% / \$6,600 OOP	TX 18 Kelsey Care HMO \$5,000 Ded./ 80% / \$6,600 OOP	TX18 H.S.A \$5,000 Ded./ 100% / \$6,000 OOP
Employee Only	21	53	4	\$706.40	\$592.42	\$596.12
Employee & Spouse	5	10	0	\$1,555.31	\$1,304.35	\$1,312.50
Employee & Child(ren)	4	11	0	\$1,307.05	\$1,096.15	\$1,103.00
Employee & Family	3	25	1	\$2,261.30	\$1,896.43	\$1,908.28
Enrollment By Plan	33	99	5			
Total Monthly Premium				\$34,623.05	\$103,910.16	\$4,292.76
Total Annual Premium				\$415,476.60	\$1,246,921.92	\$51,513.12
Combined Annual Premium				\$1,713,912		
\$ Change from Current					\$7,458	
% Change from Current					0.4%	

Proposed Alternate Plans



**BlueCross
BlueShield**

MEDICAL BENEFITS	BCBS	BCBS	BCBS
	\$2,500 Ded. / 80% / \$5,000 OOP	\$5,000 Ded./ 80% / \$5,000 OOP	\$2,700 Ded./ 80% / \$6,500 OOP
Deductible			
In-Network	\$2,500 Ind./ \$7,500 Fam.	\$5,000 Ind./ \$13,100 Fam.	\$2,700 Ind./ \$5,400 Fam.
Non-Network	\$5,000 Ind./ \$15,000 Fam.	N/A	\$8,100 Ind./ \$16,200 Fam.
Out Of Pocket Max	Includes Ded. / Coinsurance	Includes Ded. / Coinsurance	Includes Ded. / Coinsurance
In-Network	\$5,000 Ind./ \$10,000 Fam.	\$5,000 Ind./ \$13,100 Fam.	\$6,500 Ind./ \$13,000 Fam.
Non-Network	\$20,000 Ind./ \$40,000 Fam.	N/A	\$20,000 Ind./ \$40,000 Fam.
Coinsurance			
In-Network	80%	100%	80%
Non-Network	50%	N/A	50%
Physician Office Visit			
Telemedicine	\$25	\$0	Ded./ 0%
In-Network	\$25	\$0	Ded./ 0%
Non-Network	Ded./ 50%	N/A	Ded./ 50%
Specialist Office Visit			
In-Network	\$75	\$0	Ded./ 20%
Non-Network	Ded./ 50%	N/A	Ded./ 50%
Outpatient Lab, X-ray			
In-Network	Ded./ 20%	0%, deductible waived	Ded./ 20%
Non-Network	Ded./ 50%	N/A	Ded./ 50%
RehabTherapy PT / OT / ST			
In-Network	Ded./ 20%	\$0	Ded./ 20%
Non-Network	Ded./ 50%	NA	Ded./ 50%
Hospital & Outpatient Surgery			
In-Network	Ded./ 20%	\$0	Ded./ 20%
Non-Network	Ded./ 50%	N/A	Ded./ 50%
Urgent Care			
In-Network	\$75	\$0	Ded./ 20%
Non-Network	Ded./ 50%	N/A	Ded./ 50%
Emergency Room			
	\$150 Access fee; waived if admitted		
In-Network	Ded./ 20%	\$0	Ded./ 20%
Non-Network	Ded./ 50%	\$0	Ded./ 20%
Prescriptions			
Network Retail Pharmacy	\$10/\$40/\$60/\$150	\$0/\$0/\$0/\$0	\$0 after deductible
Network Mail Order	\$10/\$40/\$60	\$0/\$0/\$0/\$0	\$0 after deductible
Mac A/ ST /QL / PA	Included	Included	Included

Proposed Alternate Plan Premiums 1.2019



BlueCross
BlueShield

CURRENT

FINANCIALS	MM22 Buy Up Plan \$2,500 Ded. / 80% / \$5,500 OOP	MM31 Standard Plan \$5,000 Ded. / 80% / \$5,600 OOP	MMH3 HRA Buy Down \$5,000 Ded./ 100% / \$5,000 OOP
Employee Only	\$656.37	\$604.62	\$553.25
Employee & Spouse	\$1,445.13	\$1,331.21	\$1,218.10
Employee & Child(ren)	\$1,214.46	\$1,118.72	\$1,023.67
Employee & Family	\$2,101.11	\$1,935.48	\$1,771.02

OPTION 1

FINANCIALS	Alternate PPO \$2,500 Ded. / 80% / \$5,000 OOP	Alternate HMO \$5,000 Ded./ 80% / \$5,000 OOP	Alternate HDHP \$2,700 Ded./ 80% / \$6,500 OOP
Employee Only	\$615.43	\$544.16	\$564.05
Employee & Spouse	\$1,355.02	\$1,198.09	\$1,241.88
Employee & Child(ren)	\$1,138.73	\$1,006.85	\$1,043.64
Employee & Family	\$1,970.10	\$1,741.93	\$1,805.59

Proposed Alternate Kelsey Care Option 1



MEDICAL BENEFITS	Aetna TX 18 OMAC \$2,500 Ded. 80% \$6,600 OOP Proposed	Aetna TX 18 Kelsey Care HMO \$5,00 Ded. 100% \$7,150 OOP Proposed	Aetna TX18 H.S.A \$5,000 Ded. 100% \$6,000 OOP Proposed
Deductible			Embedded Deductible
In-Network	\$2,500 Ind./ \$5,000 Fam.	\$5,000 Ind./ \$10,000 Fam.	\$5,000 Ind./ \$10,000 Fam.
Non-Network	\$5,000 Ind./ \$15,000 Fam.	N/A	\$10,000 Ind./ \$30,000 Fam.
Out Of Pocket Max	Includes Ded. / Coinsurance	Includes Ded. / Coinsurance	Includes Ded. / Coinsurance
In-Network	\$6,600 Ind./ \$13,200 Fam.	\$7,150 Ind./ \$14,300 Fam.	\$6,000 Ind./ \$15,000 Fam.
Non-Network	\$13,200 Ind./ \$39,000 Fam.	N/A	\$12,000 Ind./ \$45,000 Fam.
Coinsurance			
In-Network	80%	70%	100%
Non-Network	50%	N/A	70%
Physician Office Visit			
Telemedicine	\$30	\$35	Ded./ 0%
In-Network	\$30	\$35	Ded./ 0%
Non-Network	Ded./ 50%	N/A	Ded./ 70%
Specialist Office Visit			
In-Network	\$50	\$70	Ded./ 0%
Non-Network	Ded./ 50%	N/A	Ded./ 70%
Outpatient Lab, X-ray			
In-Network	0%, deductible waived	0%, deductible waived	Ded./ 0%
Non-Network	Ded./ 50%	N/A	Ded./ 70%
RehabTherapy PT / OT / ST			
In-Network	\$50	\$70	Ded./ 0%
Non-Network	Ded./ 50%	NA	Ded./ 70%
Hospital & Outpatient Surgery			
In-Network	Ded./ 20%	Ded./ 30%	Ded./ 0%
Non-Network	Ded./ 50%	N/A	Ded./ 70%
Urgent Care			
In-Network	\$75	\$75	Ded./ 0%
Non-Network	Ded./ 50%	N/A	Ded./ 70%
Emergency Room	<i>\$500 Copay per visit</i>	<i>\$500 Copay per visit</i>	
In-Network	20% Ded. Waived	Ded./ 30%	Ded./ 0%
Non-Network	20% Ded. Waived	Ded./ 30%	Ded./ 0%
Prescriptions			
Network Retail Pharmacy	\$10/\$35/\$70/\$150	\$10/\$35/\$70/\$150	\$0 after deductible
Network Mail Order	2.5	2.5	\$0 after deductible
Mac A/ ST /QL / PA	Included	Included	Included

Proposed Alternate Kelsey Care Option 2

MEDICAL BENEFITS	Aetna TX 18 OMAC \$2,500 Ded. 80% \$6,600 OOP Proposed	Aetna TX 18 Kelsey Care HMO \$2,500 Ded. 100% \$7,150 OOP Proposed	Aetna TX18 H.S.A \$5,000 Ded. 100% \$6,000 OOP Proposed
Deductible			Embedded Deductible
In-Network	\$2,500 Ind./ \$5,000 Fam.	\$2,500 Ind./ \$5,000 Fam.	\$5,000 Ind./ \$10,000 Fam.
Non-Network	\$5,000 Ind./ \$15,000 Fam.	N/A	\$10,000 Ind./ \$30,000 Fam.
Out Of Pocket Max	Includes Ded. / Coinsurance	Includes Ded. / Coinsurance	Includes Ded. / Coinsurance
In-Network	\$6,600 Ind./ \$13,200 Fam.	\$7,150 Ind./ \$14,300 Fam.	\$6,000 Ind./ \$15,000 Fam.
Non-Network	\$13,200 Ind./ \$39,000 Fam.	N/A	\$12,000 Ind./ \$45,000 Fam.
Coinsurance			
In-Network	80%	70%	100%
Non-Network	50%	N/A	70%
Physician Office Visit			
Telemedicine			
In-Network	\$30	\$25	Ded./ 0%
Non-Network	\$30	\$25	Ded./ 0%
	Ded./ 50%	N/A	Ded./ 70%
Specialist Office Visit			
In-Network	\$50	\$50	Ded./ 0%
Non-Network	Ded./ 50%	N/A	Ded./ 70%
Outpatient Lab, X-ray			
In-Network	0%, deductible waived	0%, deductible waived	Ded./ 0%
Non-Network	Ded./ 50%	N/A	Ded./ 70%
RehabTherapy PT / OT / ST			
In-Network	\$50	\$70	Ded./ 0%
Non-Network	Ded./ 50%	NA	Ded./ 70%
Hospital & Outpatient Surgery			
In-Network	Ded./ 20%	\$500 Copay per Day, 3 Max. / 30%	Ded./ 0%
Non-Network	Ded./ 50%	N/A	Ded./ 70%
Urgent Care			
In-Network	\$75	\$75	Ded./ 0%
Non-Network	Ded./ 50%	N/A	Ded./ 70%
Emergency Room	\$500 Copay per visit	\$250 Copay per visit	
In-Network	20% Ded. Waived	Ded./ 30%	Ded./ 0%
Non-Network	20% Ded. Waived	Ded./ 30%	Ded./ 00%
Prescriptions			
Network Retail Pharmacy	\$10/\$35/\$70/\$150	\$10/\$35/\$70/\$150	\$0 after deductible
Network Mail Order	2.5	2.5	\$0 after deductible
Mac A/ ST /QL / PA	Included	Included	Included

Proposed Premium Alternates Including Kelsey Care Plan



CURRENT

FINANCIALS	MM22 Buy Up Plan \$2,500 Ded. / 80% / \$5,500 OOP	MM31 Standard Plan \$5,000 Ded. / 80% / \$5,600 OOP	MMH3 HRA Buy Down \$5,000 Ded./ 100% / \$5,000 OOP
Employee Only	\$656.37	\$604.62	\$553.25
Employee & Spouse	\$1,445.13	\$1,331.21	\$1,218.10
Employee & Child(ren)	\$1,214.46	\$1,118.72	\$1,023.67
Employee & Family	\$2,101.11	\$1,935.48	\$1,771.02

OPTION 1

FINANCIALS	TX 18 OMAC \$2,500 Ded./ 80% / \$6,600 OOP	TX 18 Kelsey Care HMO \$5,000 Ded./ 70% / \$7,150 OOP	TX18 H.S.A \$5,000 ded/ 100% / \$6,000 OOP
Employee Only	\$706.40	\$486.95	\$596.12
Employee & Spouse	\$1,555.31	\$1,072.13	\$1,312.50
Employee & Child(ren)	\$1,307.05	\$901.00	\$1,103.00
Employee & Family	\$2,261.30	\$1,558.80	\$1,908.28

OPTION 2

FINANCIALS	TX 18 OMAC \$2,500 Ded./ 80% / \$6,600 OOP	TX 18 Kelsey Care HMO \$2,500 Ded./ 70% / \$7,150 OOP	TX18 H.S.A \$5,000 ded/ 100% / \$6,000 OOP
Employee Only	\$706.40	\$654.94	\$596.12
Employee & Spouse	\$1,555.31	\$1,442.01	\$1,312.50
Employee & Child(ren)	\$1,307.05	\$1,211.83	\$1,103.00
Employee & Family	\$2,261.30	\$2,096.58	\$1,908.28

2

Analysis – Basic Life, STD and LTD Coverage



Basic Life and AD&D Coverage

BASIC LIFE / AD&D BENEFITS	Sun Life	Mutual of Omaha
	Current/Renewal	Proposed
Class Description	Class 1: All Eligible Employees other than Police and Fire Class 2: All Eligible Fire/Police Employees	Class 1: All Eligible Police & Fire Class 2: All Other Eligible Employees
Definition of Earnings	Base Annual Earnings	Base Annual Earnings
Maximum Benefit	Class 1: \$30,000 Class 2: \$120,000	Class 1: \$30,000 Class 2: \$120,000
Guarantee Issue Amount	Class 1: \$30,000 Class 2: \$120,000	Class 1: \$30,000 Class 2: \$120,000
Age Reduction Schedule	To 65% @ age 65 To 50% @ age 70	To 65% @ age 65 To 50% @ age 70
Terminates at Retirement	Yes	Yes
Waiver of Premium	Disabled prior to Age 65, no EP, To age 70	Disabled prior to age 60, 9 month EP, To age 65
Accelerated Death Benefit	75% to a max. \$500,000	80% to max. \$120,000
Conversion	Included	Included
Portability	Included	Class 2: Included
Spouse Life Amount	\$10,000	\$10,000
Child(ren) Life Amount	Birth to 14 days: \$0 14 days to 6 months: \$500 6 months to age 25: \$5,000	14 days to 6 months: \$500 6 months +: \$5,000
FINANCIALS- Basic + AD&D		
Volume	\$7,758,000	\$7,758,000
EE Rate (per \$1,000) - Life	\$0.115	\$0.075
EE Rate (per \$1,000) - AD&D	\$0.025	\$0.025
Monthly Premium	\$1,086.12	\$775.80
Annual Premium	\$13,033.44	\$9,309.60
\$ Change from Current	n/a	-\$3,723.84
% Change from Current	n/a	-29%
Number of Employees	117	117
Employer Contribution	100%	100%
Participation Requirement	100%	100%
Effective Date	10/1/2018	1/1/2019
Rate Guarantee	10/1/2019	2 years

Short Term Disability Coverage

STD BENEFITS	Sun Life	Mutual of Omaha
	Current / Renewal	Proposed
Class Description	All Full Time Employees	All Full Time Employees
Definition of Earnings	BAE	BAE
Weekly Percentage	66.7%	66.7%
Weekly Maximum	\$1,500	\$1,500
Minimum Weekly	\$25	\$25
Accident Benefits Begin Day	61 days	61 days
Sickness Benefits Begin Day	61 days	61 days
Maximum Duration from Date of Disability	18 weeks	18 weeks
Definition of Disability during Elim Period	Total or Partial	Total or Partial
Pre-existing Condition	None	None
Maternity Coverage	Included	Included
C-Section Benefit Duration	8 weeks	8 weeks
Taxable Benefit	Yes	Yes
FICA Match	Additional cost	Not Included
W2 Preparation	Included	Included
FINANCIALS		
Covered Payroll	\$81,173.00	\$81,173.00
Rate per \$10	\$0.059	\$0.095
Monthly Premium	\$478.92	\$771.14
Annual Premium	\$5,747.05	\$9,253.72
\$ Change from Current	n/a	\$3,506.67
% Change from Current	n/a	61.0%
Number of Employees	117	117
Employer/ Employee Contribution	100%/0%	100%/0%
Participation Requirement	100%	100%
Effective Date	10/1/2018	1/1/2019
Rate Guarantee	1 year	2 years

Long Term Disability Coverage

LTD BENEFITS	Sun Life	Mutual of Omaha
	Current/Renewal	Proposed
Class Description	All FTE	All FTE
Definition of Earnings	Base Annual Earnings	Base Annual Earnings
Monthly Percentage	60%	60%
Monthly Maximum	\$9,500	\$9,500
Guarantee Issue	\$9,500	\$9,500
Minimum Benefit	Greater of \$100 or 10%	Greater of \$100 or 10%
Elimination Period	180 Days	180 Days
Maximum Benefit Duration	SSNRA	RBD to SSNRA
Definition of Own Occ/Any Occ	24 months, Own Occ	24 months, Own Occ
Earnings Test	80% / 80%	99% / 85%
Survivor Benefit	3 month lump sum	3 month lump sum
Pre-existing Limitations	3/12	3/12
Mental/Nervous Limits	2 year	2 year
Drug & Alcohol Limits	2 year	2 year
Self-reported Limitations	2 year	None
Mandatory Rehab	Included	Included
Family Care Benefit	Not Included	Not Included
Work Incentive	Included	Included
LTC Benefit Provision	Not Included	Not Included
Taxable Benefit	Yes	Yes
FICA Match	Included	Included
W-2 Preparation	Included	Included
FINANCIALS		
Covered Payroll	\$530,102.00	\$530,102.00
Rate per \$100	\$0.286	\$0.230
Monthly Premium	\$1,516.09	\$1,219.23
Annual Premium	\$18,193.10	\$14,630.82
\$ Change from Current	n/a	-\$3,562.29
% Change from Current	n/a	-20%
Number of Employees	117	117
Employer Contribution	100%	100%
Participation Requirement	100%	100%
Effective Date	10/1/2018	1/1/2019
Rate Guarantee	1 year	2 years

Combined Total Premium Costs

Combined Total	Sun Life	Mutual of Omaha
	Current/Renewal	Proposed
LIFE AD&D	\$13,033.44	\$9,309.60
STD	\$5,747.05	\$9,253.72
LTD	\$18,193.10	\$14,630.82
Total	\$36,973.59	\$33,194.14
\$ Change	n/a	-\$3,779.45
% Change	n/a	-10%

4

Analysis – Dental and Vision Coverage



Dental Benefits

VOLUNTARY DENTAL BENEFITS				Guardian			MetLife		
Plan Name				Managed Dental Care	Value PPO	Premier PPO	Managed Dental Care	Value PPO	Premier PPO
				Current	Current	Current	Proposed	Proposed	Proposed
Type I – Preventive Services				No Waiting Period	No Waiting Period	No Waiting Period	No Waiting Period	No Waiting Period	No Waiting Period
Deductible				None	None	None	None	None	None
(2) Oral Exams per calendar year				\$5 copay	No Cost	No Cost	\$5 copay	No Cost	No Cost
(2) Cleanings per calendar year					No Cost	No Cost		No Cost	No Cost
Sealants for children under 14					No Cost	No Cost		No Cost	No Cost
Bitewings X-rays once per calendar year				\$0	No Cost	No Cost	\$0	No Cost	No Cost
Type II – Basic Services				No Waiting Period per schedule	No Waiting Period	No Waiting Period	No Waiting Period per schedule	No Waiting Period	No Waiting Period
Coinsurance					20%	20%		20%	20%
Amalgam and resin-based composite fillings					20%	20%		20%	20%
Stainless Steel Crowns					20%	20%		20%	20%
Extractions					20%	20%		20%	20%
Periodontics					20%	20%		20%	20%
Type III – Major Services				No Waiting Period per schedule	No Waiting Period	No Waiting Period	No Waiting Period per schedule	No Waiting Period	No Waiting Period
Coinsurance					50%	50%		50%	50%
Crowns					50%	50%		50%	50%
Dental Implants					50%	50%		50%	50%
Partial or complete dentures					50%	50%		50%	50%
Calendar Year Deductible				N/A	II, III	II, III	N/A	II, III	II, III
Individual				N/A	\$50	\$50	N/A	\$50	\$50
Family				N/A	n/a	\$150	N/A	\$150	n/a
Dental Annual Maximum				N/A	\$1,500	\$1,500	N/A	\$1,500	\$1,500
Orthodontia Annual Maximum				\$2,500 Ch. \$2,800 Adlt.	\$0	\$1,500	\$2,500 Ch. \$2,800 Adlt.	\$0	\$1,500
UCR Out of Network Percentile				N/A	MAC	90th Percentile	N/A	MAC	90th Percentile
FINANCIALS									
	M	V	P						
Employee Only	12	17	20	\$11.45	\$23.93	\$33.77	\$11.45	\$20.79	\$30.08
Employee & Spouse	5	9	8	\$25.60	\$43.80	\$75.35	\$25.60	\$42.50	\$61.46
Employee & Child(ren)	2	8	8	\$19.27	\$46.20	\$60.35	\$19.27	\$43.85	\$63.51
Employee & Family	3	12	12	\$31.24	\$66.77	\$102.78	\$31.25	\$69.63	\$101.08
Total	22	46	48						
Monthly Premium				\$397.66	\$1,971.85	\$2,994.36	\$397.69	\$1,922.29	\$2,814.32
Annual Premium				\$4,771.92	\$23,662.20	\$35,932.32	\$4,772.28	\$23,067.48	\$33,771.84
Combined Annual Total Premium				\$64,366.44			\$61,611.60		
\$ Change from Renewal				\$0.00			-\$3,571.56		
% Change from Renewal				0%			-5.48%		

Vision Benefits

VOLUNTARY VISION BENEFITS		Superior Vision	Cigna
Eye Exam	Network	\$10 Copay	\$10 Copay
	Non-Network	\$35 Max	\$45 Max
Frames/ Lenses, and/or Contacts		Current / Proposed	Proposed
Single Vision	Network	\$10 Copay	\$10 Copay
	Non-Network	\$25 Max	\$40 Max
Bifocal Lenses	Network	\$10 Copay	\$10 Copay
	Non-Network	\$40 Max	\$65 Max
Trifocal Lenses	Network	\$10 Copay	\$10 Copay
	Non-Network	\$45 Max	\$75 Max
Frames	Network	\$10 Copay, \$150 Allowance	\$10 Copay, \$150 Allowance
	Non-Network	\$70 Max	\$83 Max
Contacts- 1 year supply	Network	\$10 Copay	\$10 Copay
	Non-Network	\$150 Allowance	\$120 Allowance
Elective Contacts-1 year supply	Network	\$210 Allowance	\$210 Allowance
	Non-Network	\$80 Max	\$120 Max
Exam Frequency		12 Months	12 Months
Lens Frequency		12 Months	12 Months
Frames Frequency		24 months	24 months
Network		Superior Vision	Cigna Vision
CURRENT RATES		Enroll	
Employee Only	41	\$7.34	\$6.36
Employee + Spouse	17	\$12.54	\$11.53
Employee + Child	7	\$13.30	\$10.87
Employee & Family	19	\$19.91	\$17.26
FINANCIALS			
Monthly Premium		\$985.51	\$860.80
Annual Premium		\$11,826.12	\$10,329.60
\$ Change from Current		n/a	-\$1,496.52
% Change from Current		n/a	-13%

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Analysis – Employee Assistance Program



Employee Assistance Plans

	UTEAP	ALLIANCE WORK PARTNERS
BENEFITS	Current	Proposed
Home Office	Houston, TX	Austin, TX
24 / 7 Access Center	Included	Included
National Network	800 Geographic providers	Included
Gatekeeper Services	N/A	N/A
Legal and Financial Services	Included On line 1 - 30 minute consult included +25% off hourly fees if representation is required	Included Free telephonic +25% off Face to face consultation
EAP Website Access	www.uteap.org	www.awpnow.com
Orientation	Onsite (8) sessions per year Variety of topics \$300 per hour for addtl.	Includes (5) session per year Variety of topics \$200 per hour + travel for addtl.
Program Promotion	Included	Included
Account Management	Included	Included
Comprehensive Utilization Reporting	Quarterly and Annual	Quarterly and Annual
Specialty Onsite Services: Employee Orientation, Management Training, Seminars	Onsite (8) sessions per year Variety of topics \$300 per hour for addtl.	1 hour per year Add'l training \$200 - \$250 per hour
Critical Incident Services	Defusing Debriefing within 24 hours Onsite individual included	Unlimited Onsite Individual \$150 per hour
Department of Transportation/ Substance Abuse Professionals Services	Not Included	Included
Mediation and Conflict Resolution	\$250 per hour	Not Included
Tax Preparation Services	25% Discount from licensed CPA	Not Included
Identify Theft Protection	Included	Not Included
Work-Life Services / Work Life and HelpNet For All Members of Household	Included on Website Included	Included with Unlimited Health Coaching Included
Safe Ride Program	Not Included	Included
Number of Providers in 10 mile radius		
Number of Visits	5 Visits	6 Visits
FINANCIALS		
Number of Employees	124	124
Rate PEPM (Per Employee Per Month)	\$4.66	\$1.81
Monthly Estimated Cost	\$577.84	\$224.44
Annual Estimated Cost	\$6,934.08	\$2,693.28
\$ difference from Current	n/a	-\$4,240.80
% difference from Current	n/a	-61.16%
Effective Date	1/1/2019	1/1/2019
Rate Guarantee	n/a	3 years
		*pricing options available for Worklife Premium and NurseSupport

6

Summary



Recommendations

2019 Medical – Blue Cross Blue Shield

Although Aetna has provided a renewal quote including Kelsey Care Options, pricing and benefit structures do not present enough savings to recommend a change at this time. We recommend to continue with Blue Cross Blue Shield and reject proposals and release an RFP for the 2019-2020 plan year..

Aetna's proposal for closest matching plan designs to those currently offered through BCBS was \$7,458 higher in annual cost than BCBS Aetna's proposal offer for plan designs including a narrow network HMO arrangement with Kelsey Care provides the potential for reduced costs to the City and employees. Savings under the plan with Aetna are derived from reduced plan benefits to employees, increased out of pocket costs and limited provider access under the HMO plan design. Approximately 20% of the City's employees do not live in the HMO service area and are not eligible to participate in this plan option.

The City's premium contribution strategy needs to be evaluated to determine if it is meeting the goals of the City in providing viable coverage and enrollment options going forward. IPS/HUB will work with the City on developing a structure to incentivize participation and minimize risk. IPS/HUB will bring alternative funding strategies and plan design options back to City Council in May of 2019 for review and consideration.

Recommendations

2019 Basic Life, Short Term & Long Term Disability – Sun Life Financial

Although Mutual of Omaha has provided a competitive proposal, pricing and benefit structures do not present enough savings to recommend a change at this time. We recommend to continue with Sun Life and reject proposals and release an RFP for the 2019-2020 plan year.

Recommendations

2019 Dental – The Guardian

Recommendation is to continue with The Guardian.

2019 Vision – Superior Vision

Recommendation is to continue with Superior Vision.

2019 Employee Assistance Plan – UT EAP

Recommendation is to continue with UT EAP, price negotiation pending request.



Advocacy | Tailored Insurance Solutions | Peace of Mind

AGENDA MEMO
BUSINESS OF THE CITY COUNCIL
CITY OF WEST UNIVERSITY PLACE, TEXAS

AGENDA OF:	December 10, 2018	AGENDA ITEM:	5
DATE SUBMITTED:	December 7, 2018	DEPARTMENT:	Communications
PREPARED BY:	Patti Jett, Communications Director	PRESENTER:	Patti Jett, Communications Director
SUBJECT:	Matters related to the City's plans relating to marketing and communications		
ATTACHMENTS:	1. Mobile App Developer Review 2. General Services Contract – Civic Plus		
EXPENDITURE REQUIRED:	N/A		
AMOUNT BUDGETED:	N/A		
ACCOUNT NO.:	N/A		
ADDITIONAL APPROPRIATION REQUIRED:	N/A		
ACCOUNT NO.:	N/A		

EXECUTIVE SUMMARY

A request for an update on marketing and communications efforts was made by several Councilmembers and presented at the December 3, 2018 City Council Meeting. This item is a continuation of that topic.

Requested information on mobile app vendors and a copy of the City's contract with Civic Plus are attached.

RECOMMENDATION

Continue discussion and provide feedback on moving forward.

December 7, 2018



Mobile App Developer Review



**Communications
Department**

**3800 University Blvd.
West University Place, TX 77005
www.westutx.gov**

Executive Summary

Goal: To better facilitate communication between the City and its residents, in quick, meaningful and timely methods.

In researching municipal app options, I polled city and county governments through the Texas Association of Municipal Information Officers (TAMIO) and the City, County, Communications and Marketing Association (3CMA), as well as reaching out to various vendors. Cities are using a variety of developers, however several cautioned me (from their own experiences) to ensure that ongoing technical support and development are part of any app purchase. As device operating systems change and are improved, apps need to be current to maintain their usefulness.

The developers listed here are ones that were mentioned most frequently: [Bar Z](#), [GovQA](#), [Swiftic](#) (formerly Como), and [See, Click, Fix](#), [Civic Mobile](#).



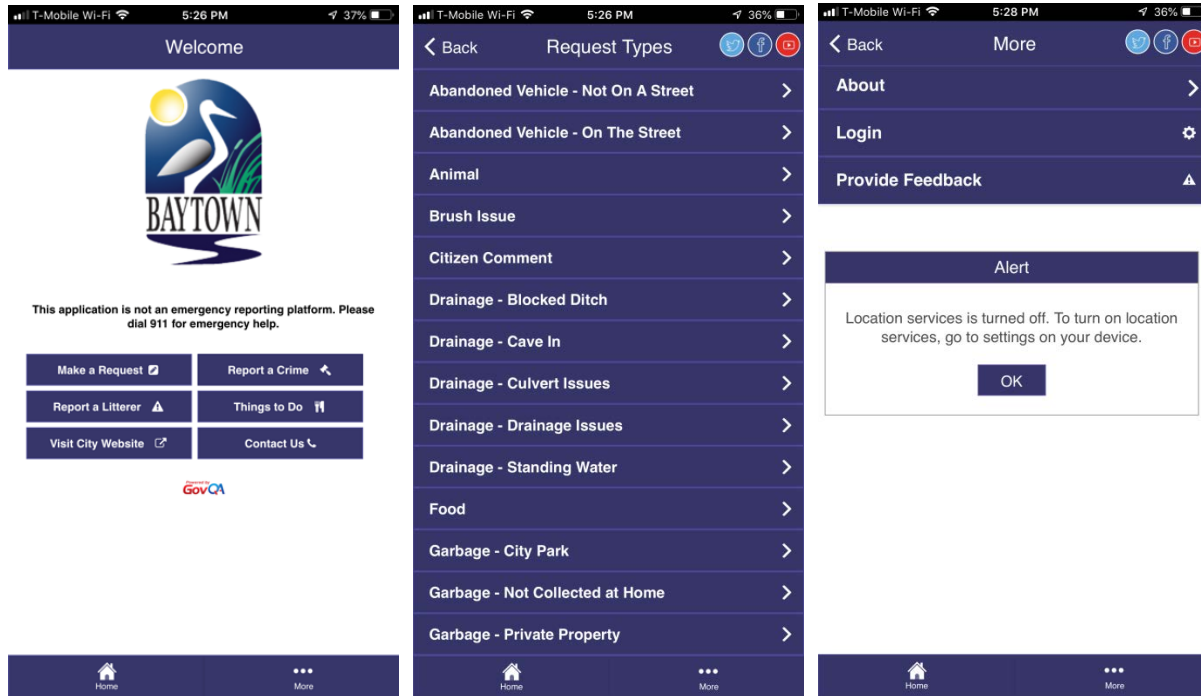
Developers

Bar Z (Civic Z)

- Offers a joint effort between the City, the Chamber, and the CVB to consolidate the features of all three into one app. Development pricing is dependent on how many partners are involved.
- Includes outside advertising
- Annual maintenance for Granbury's portion is \$5,000
- Cities that use BarZ (in conjunction with the Chamber, Economic Development and CVB) are Abilene, Granbury and Port Arthur

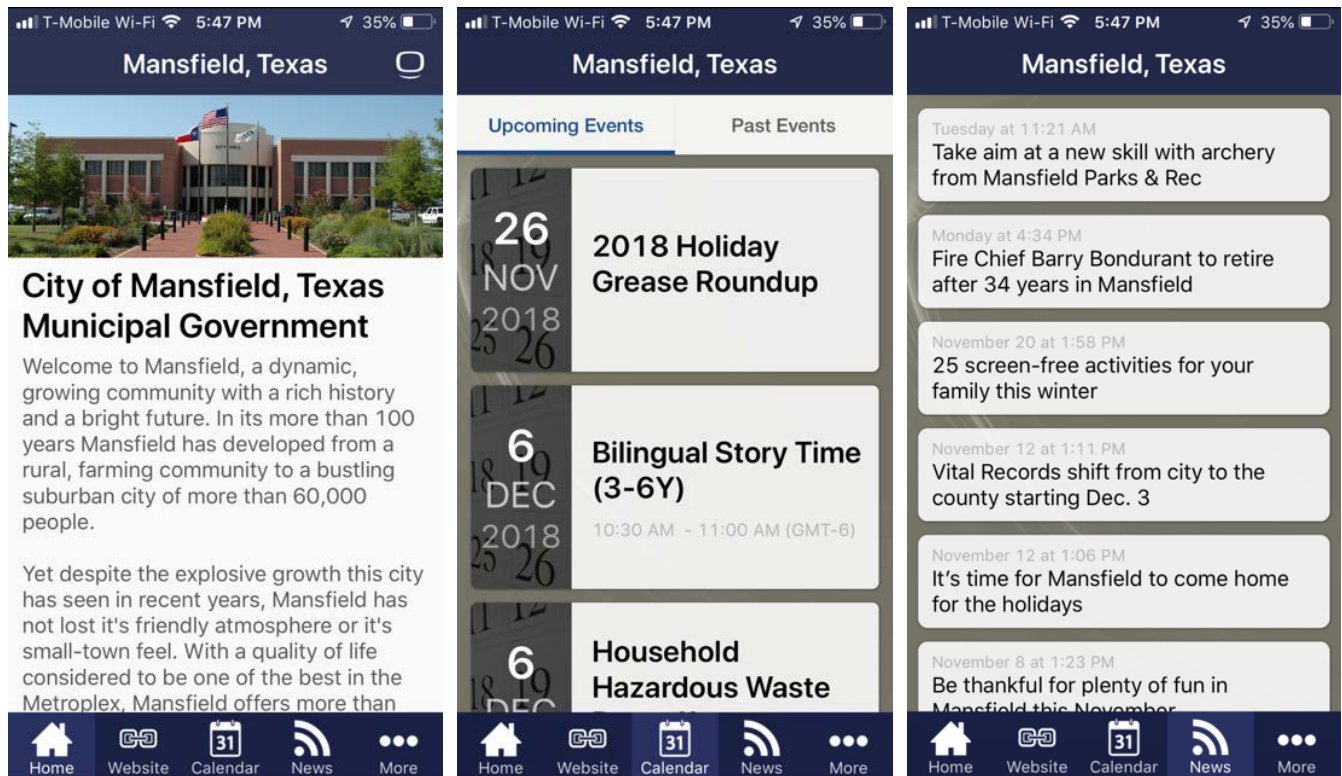


- Development cost \$7,650
- Maintenance annually is \$9,140
- They sell a variety of frequently-used municipal products including solutions for public information requests and workflow management. Baytown's website is developed by Vision (Granicus), who does not currently offer an app solution, so an outside app developer was required.



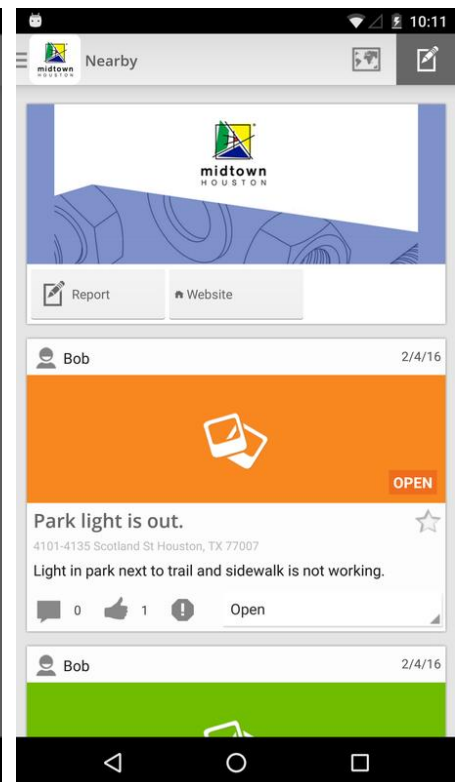
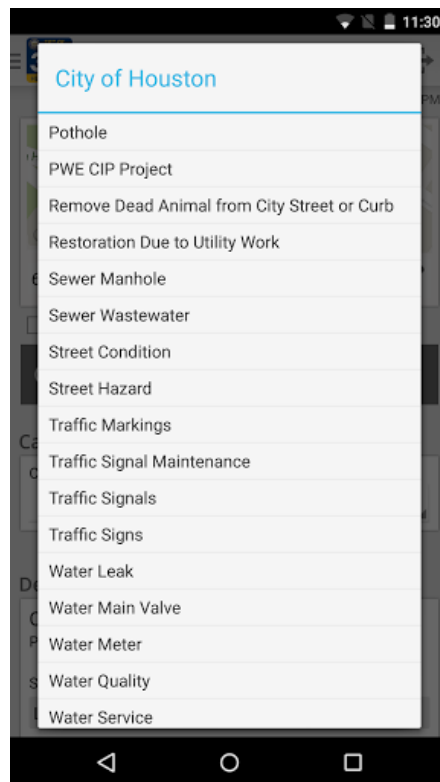
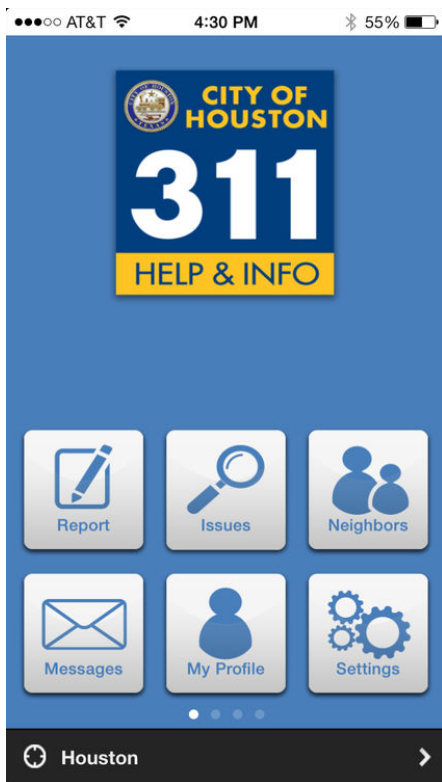
Swiftic/Como

- Not developed specifically as a municipal app, Swiftic is a builder app, meaning that you build an app which pulls information from your website to populate the app. It's a cost-effective app, but comes with little tech support
- \$150 in developer fees (Apple Store and Google Store)
- \$676 maintenance (includes \$100 annual fee for Apple Store)
- Used by (and recommended by) Mansfield (DFW area) and La Porte



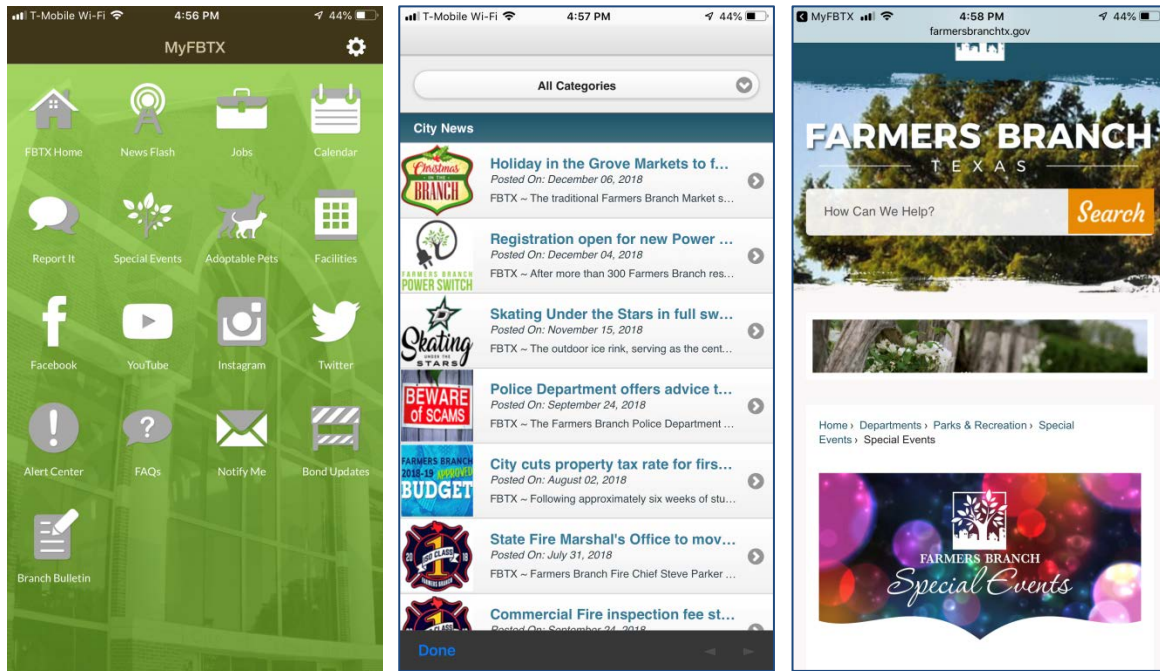
See, Click, Fix

- This service is based off of a free crowd-sourcing app where people can post issues such as potholes, trash, etc. See, Click, Fix offers a purchased (by the City) app, where the City is actually part of the conversation. No development costs, per se, but annual costs are broken down as follows:
 - Engagement \$2,000
 - Service Requests \$4,200
 - Access to update/changes \$4,800
 - Analytics \$2,000
 - Internal workflow management \$2,000
- This is really a 311 type system adapted into a mobile app. It's used by Houston



Civic Mobile (Civic Plus)

- Development Cost \$0 – This is included in our website contract
- Yearly Maintenance \$2,000
- Cities currently using Civic Mobile – Farmers Branch, Flower Mound, Plainview, Rowlett, Killeen



* Our Civic Plus rep has advised that the \$2,000 is part of a \$4,000 minimum to retain free updates every 4 years on our website.



The City of West University Place

GENERAL SERVICES CONTRACT Revised 1/12/09

This Contract (Contract) is made between the City of West University Place, Texas (City), and Civic Plus (Contractor). The City and Contractor agree to the terms and conditions of this Contract, which consists of the following parts:

- I. Summary of Contract Terms
- II. Signatures
- III. Standard Contractual Provisions
- IV. Special Terms and Conditions
- V. Contract Attachments

I. Summary of Contract Terms.

Contractor: CivicPlus
Description of Services: Website development
Maximum Contract Amount: \$ 12,919.57 per year
Effective Date: January 1, 2015
Termination Date: January 1, 2017 - December 31, 2017 MLB
Renewal: N/A

II. Signatures. By signing below, the parties agree to the terms of this Contract:

CITY OF WEST UNIVERSITY PLACE*

CONTRACTOR:

Michael Rasmussen

By: Debra McNew

Signed by: Date: 11/25/14

Title: VP of Professional Services

☒ City Manager or
☐ Department Head
☐ Division Head

Date: December 2, 2014

*Contract Signature Authority:

Division Head - \$2,999 or less
Department Head - \$3,000 to \$14,999
City Manager - \$15,000 to \$49,999

Attest: City Secretary

- A. costs arising from that party's negligent acts or omissions in the performance of this Contract in accordance with applicable law. This provision does not affect the right of either party to this contract who is sued by a third party of acts or omissions arising from this Contract to bring in the other party to this Contract as a third-party defendant as allowed by law.
- B. Assignment. The Contractor shall not assign this Contract without the prior written consent of the City.
- C. Law Governing and Venue. **This Contract is governed by the law of the State of Texas and a lawsuit may only be prosecuted on this Contract in a court of competent jurisdiction located in or having jurisdiction in Harris County, Texas.**
- D. Entire Contract. This Contract represents the entire Contract between the City and the Contractor and supersedes all prior negotiations, representations, or contracts, either written or oral. This Contract may be amended only by written instrument signed by both parties.
- E. Independent Contractor. Contractor shall perform the work under this Contract as an independent contractor and not as an employee of the City. The City has not right to supervise, direct, or control the Contractor or Contractor's officers or employees in the means, methods, or details of the work to be performed by Contractor under this Contract. The City and Contractor agree that the work performed under this Contract is not inherently dangerous, that Contractor will perform the work in a workmanlike manner, and that Contractor will take proper care and precautions to insure the safety of Contractor's officers and employees.
- F. Dispute Resolution Procedures. The Contractor and City desire an expeditious means to resolve any disputes that may arise between them regarding this Contract. If either party disputes any matter relating to this Contract, the parties agree to try in good faith, before bringing any legal action, to settle the dispute by submitting the matter to mediation before a third party who will be selected by agreement of the parties. The parties will each pay one-half of the mediator's fees.
- G. Attorney's Fees. Should either party to this Contract bring suit against the other party for breach of contract or for any other cause relating to this Contract, neither party will seek or be entitled to an award of attorney's fees or other costs relating to the suit.
- H. Severability. If a court finds or rules that any part of this Contract is invalid or unlawful, the remainder of the Contract continues to be binding on the parties.

IV. Special Terms or Conditions. The final report will be delivered on or before Friday, January 9, 2015.

V. Additional Contract Documents. The following specified documents attached to this Contract are part of this Contract, except as follows: any provision contained in any of the Contractor's Additional Contract Documents specified below that conflicts with a Contract provision not included in the Contractor's Additional Contract Documents, does not apply to this contract.

A. Contractor's Additional Contract Documents:

1. Civic Plus Proposal

III. Standard Contractual Provision.

A. Definitions.

Contract means this Standard Services Contract.

Services means the services for which the City solicited bids or received proposals as described in this Contract.

B. Services and Payment. Contractor will furnish Services to the City in accordance with the terms and conditions specified in this Contract. Contractor will bill the City for the Services provided at intervals of at least 30 days, except for the final billing. The City shall pay Contractor for the Services in accordance with the terms of this Contract, but all payments to be made by the City to Contractor, including the time of payment and the payment of interest on overdue amounts, are subject to the applicable provisions of Chapter 2251 of the Government Code.

C. Termination Provisions.

(1) *City Termination for Convenience.* Under the paragraph, the City may terminate this Contract during its term at any time for the City's own convenience where the Contractor is not in default by giving written notice to Contractor. If the City terminated this Contract under this paragraph, the City will pay the Contractor for all services rendered in accordance with this Contract to the date of termination.

(2) *Termination for Default.* Either party to this Contract may terminate this Contract as provided in this paragraph if the other party fails to comply with its terms. The party alleging the default will give the other party notice of the default in writing citing the terms of the Contract that have been breached and what action the defaulting party must take to cure the default. If the party in default fails to cure the default as specified in the notice, the party giving the notice of default may terminate this Contract by written notice to the other party, specifying the date of termination. Termination of the Contract under this paragraph does not affect the right of either party to seek remedies for breach of the Contract as allowed by law, including any damages or costs suffered by either party.

(3) *Multi-Year Contracts and Funding.* If this Contract extends beyond the City's fiscal year in which it becomes effective or provides for the City to make any payment during any of the City's fiscal years following the City's fiscal year in which this Contract becomes effective and the City fails to appropriate funds to make any required Contract payment for that successive fiscal year and there are no funds from the City's sale of debt instruments to make the required payment, then this Contract automatically terminates at the beginning of the first day of the City's successive fiscal year of the Contract for which the City has not appropriated funds or otherwise provided for funds to make a required payment under the contract.

D. Liability and Indemnity. Any provision of any attached contract document that limits the Contractor's liability to the City or releases the Contractor from liability to the City for actual or compensatory damages, loss, or costs arising from the performance of this Contract or that provides for contractual indemnity by one party to the other party to this Contract is not applicable or effective under this Contract. Except where an Additional Contract Document provided by the City provides otherwise, each party to this Contract is responsible for defending against and liable for paying any claim, suit, or judgment for damages, loss, or

END OF DOCUMENT



Statement of Work for **West University Place, TX**
DIR-SDD-1636

Organization	West University Place			URL	www.westutx.gov
Street Address	3800 University Blvd				
Address 2	--				
City	West University Place	State	TX	Postal Code	77005
CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays). Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for ensuring CivicPlus has current updates.					
Emergency Contact & Mobile Phone	Maura Leon Barber, Communications Manager, (281) 639-0148				
Emergency Contact & Mobile Phone	Gary McFarland, IT Director, (713) 662-5890				
Emergency Contact & Mobile Phone	Michael Ross, City Manager, (713) 662-5810				
Billing Contact	Tiffany Poke			E-Mail	tpoke@westutx.gov
Phone	(713) 662-5854	Ext.	--	Fax	(713) 662-5804
Billing Address	3800 University Boulevard				
Address 2	--				
City	West University Place	ST	TX	Postal Code	77005
Tax ID #	746001167			Sales Tax Exempt #	746001167
Billing Terms	Annual			Account Rep	Andrew Dame
Info Required on Invoice (PO or Job #)					
Contract Contact	Maura Leon Barber			Email	mleon@westutx.gov
Phone	(281) 639-0148	Ext.		Fax	
Project Contact	Same			Email	
Phone		Ext.		Fax	

Client Deliverable

1. Icon Enterprises, Inc., d/b/a CivicPlus ("CivicPlus") will create a unique website for West University Place ("Client") that includes all functionality as defined in Exhibit A – CivicPlus Project Deliverables, attached hereto.

Additional Services

2. Client may contract with CivicPlus for additional Consulting, Website Design, Setup, Programming, and Training services (CivicPlus Project Deliverables) that exceed those defined in Exhibit A. CivicPlus will invoice Client for the additional services immediately prior to project Go-Live.
3. Client may contract with CivicPlus for additional Annual Services that exceed those defined in Exhibit A. CivicPlus will invoice Client for Annual Services immediately prior to project Go-Live.



4. Services that involve billable time beyond the contracted amount will be documented and invoiced. Written approval by the Client is necessary before billable time is incurred. Modules that incur additional usage fees may be purchased and activated at any time.

CivicPlus Advantage Billing & Payment Terms

The following agreement terms apply to the CivicPlus Advantage Plan – whereby the initial project development fees and recurring fees are paid equally over a three (3) year period. See Exhibit A for complete details and fee options.

5. Billing for the CivicPlus Advantage Plan begins January 1, 2015. The project will also begin in January or 2015
6. The Client shall sign a project completion and acceptance form prior to Project Go-Live. All Parties agree that the website will not go-live until the project is accepted in writing by the Client.
7. The CivicPlus Advantage Plan provides a fixed fee for an Agreement term of 36 months from the first date of billing. At 36 months, Client has the following options:
 - a. Contract for 12 months of standard Annual Services with CivicPlus. Base rate of \$5,494.55 is subject to a technology investment and benefit fee of no more than 5 percent (%) of the total Annual Services costs.
 - i. After forty-eight (48) months of continuous service, Client is entitled to a no-cost redesign, details noted in Exhibit B. Redesigns that include additional features not available on the original website may be subject to additional charges. Additional features include, but are not limited to, additional modules and integration of third-party software.
 - b. Terminate services with CivicPlus by providing written notice as noted in Term 15.
8. Fees for the CivicPlus Advantage Plan are invoiced prior to the year of service. They are due by the first of the following month, but no sooner than 30 days from invoice date.
9. Project development will be discontinued if payment is not made within 30 days after the invoice due date.
10. After project go-live, if the Client's account exceeds 60 days past due, Support will be discontinued until the Client's account is made current. If the Client's account exceeds 90 days past due, Annual Services will be discontinued until the Client's account is made current. Client will be given 30 days notice prior to discontinuation of services for non-payment.
11. The Client will be invoiced electronically through email. Upon request CivicPlus will mail invoices and the Client will be charged a \$5.00 convenience fee.
12. Unless otherwise limited by law, a finance charge of 2.9 percent (%) per month or \$5.00, whichever is greater, will be added to past due accounts. Payments received will be applied first to finance charges, then to the oldest outstanding invoice(s).
13. Provided the Client's account is current, at any time the Client may request an electronic copy of the website graphic designs, the page content, all module content, all importable/exportable data, and all archived information ("Customer Content"). Client agrees to pay \$250 per completed request. Provided the Client's account is current, upon termination of services Client may request a complimentary electronic copy of website Customer Content.
14. Client acknowledges and agrees that certain services for which Client is contracting hereunder may be rendered by or with third-party providers under contract with CivicPlus, and thus the cost of such services hereunder is dependent upon the financial arrangements between CivicPlus and such third-party providers. Client acknowledges and agrees that the price to Client for the services hereunder may be reasonably adjusted at any time, at CivicPlus' sole discretion, to reflect an increase in cost to CivicPlus as a result of its financial arrangement with a third-party provider. Client acknowledges and agrees that this Agreement as so modified will continue in full force and effect as otherwise provided herein, and that Client will pay any such increased price according to such other payment terms hereof.

Agreement Renewal

15. Either party may terminate this Agreement at the end of the contract term by providing the other party with 60 days written notice, prior to the contract renewal date. The Contract Renewal Date is thirty-six (36) months after the original contract was signed by the Client. Renewal Options are listed in Term 7 of this Agreement.
16. In the event of early termination of the Agreement by the Client within the first twelve (12) months of the Agreement, full payment of the remainder of the total First Year fees are due within 15 days of termination.
17. In the event of early termination of the Agreement by the Client after twelve (12) months, but before the expiration of the Agreement, Annual Services fees for year(s) two (2) and three (3) will be prorated and Client will be charged only for the time it



remains as a Client of CivicPlus. Full payment of the remainder of the total First Year fees and prorated fees are due within 15 days of termination.

Support

18. CivicPlus will provide unlimited telephone support Monday-Friday, 7:00 am – 7:00 pm (Central Time) excluding holidays, for all trained Client staff. Emergency Support is provided on a 24/7/365 basis for emergency contacts named by the Client. Client is responsible for providing CivicPlus with contact updates.
19. Support includes providing technical support of the GCMS® software, application support (pages and modules), and technical maintenance of Client's website. Following initial setup, additional page design, graphic design, user training, site modification, and custom programming may be contracted separately for an additional fee.
20. During the period of this agreement and subsequent annual renewals, CivicPlus warrants that it will, without additional charge to the Client, take action to correct any problems or defects discovered in the GCMS® software and reported to CivicPlus by the Client, such warranty to include ongoing maintenance upgrades and technical error correction.
21. CivicPlus provides online website statistics software at no extra charge. If Client desires to use other website statistic software, CivicPlus will provide the necessary log file access.

Intellectual Property, Ownership & Content Responsibility

22. Upon full and complete payment of submitted invoices for the Project Development and launch of the website, Client will own the Customer Content.
23. Upon completion of the development of the site, Client will assume full responsibility for website content maintenance and content administration. Client, not CivicPlus, shall have sole responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness, and intellectual property ownership or right to use of all Customer Content.
24. Client shall not (i) license, sublicense, sell, resell, transfer, assign, distribute or otherwise commercially exploit or make available to any third party the GCMS® software in any way; (ii) modify or make derivative works based upon the GCMS® software; (iii) create Internet "links" to the GCMS® software or "frame" or "mirror" any GCMS® administrative access on any other server or wireless or Internet-based device; or (iv) reverse engineer or access the GCMS® software in order to (a) build a competitive product or service, (b) build a product using similar ideas, features, functions or graphics of the GCMS software, or (c) copy any ideas, features, functions or graphics of the GCMS® software.
25. The CivicPlus name, the CivicPlus logo, and the product and module names associated with the GCMS® software are trademarks of CivicPlus, and no right or license is granted to use them.

Marketing

26. Client will make a reasonable attempt to work with the CivicPlus Marketing Department to gather information and meet deadlines associated with website award contest entries throughout the term of this Agreement.
27. Client permits CivicPlus to include an example of the Client's home page and a link to the Client's website on the CivicPlus corporate website.
28. Client will make a reasonable attempt to work with the CivicPlus Marketing Department to create a news item to be released in conjunction with their project Go-Live date. Client will provide CivicPlus with contact information for local and regional media outlets. CivicPlus may use the press release in any marketing materials as desired throughout the term of this Agreement.
29. Client will make a reasonable attempt to work with the CivicPlus Marketing Department to create a case study related to their website
30. Client allows CivicPlus to display a "Government Websites by CivicPlus" insignia, and web link at the bottom of their web pages. Client understands that the pricing and any related discount structure provided under this agreement assumes such perpetual permission.

Taxes

31. It is CivicPlus' policy to pass through sales tax in those jurisdictions where such tax is required. If the Client is tax-exempt, the Client must provide CivicPlus proof of their tax-exempt status, within fifteen (15) days of contract signing, and this agreement will not be taxed. If the Client's state taxation laws change, the Client will begin to be charged sales tax in accordance with their jurisdiction's tax requirements and CivicPlus has the right to collect payment from the Client for past due taxes.



Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this Agreement.

signed on page 1

Client

Date

signed on page 1

CivicPlus

Date

Sign and e-mail or Fax this Copy

Attn: Contract Manager
Email: SalesCoordinators@CivicPlus.com
Fax: 785-587-8951

And – Mail Two (2) Signed Originals

CivicPlus Contract Manager
317 Houston St., Suite E
Manhattan, KS 66502

We will e-mail or fax a counter-signed copy of the contract back to you so we can begin your project. Upon receipt of two signed originals, we will counter-sign and return one copy for your files.

--Remainder of this page left intentionally blank--



Exhibit A - CivicPlus Project Deliverables

All Quotes are in US Dollars and Valid for 30 Days from October 6, 2014.

Labor Category	DIR Hourly Rate	Hours	Total Cost
Website Consultant	\$149.01	0.00	-
Project Manager	\$135.86	61.75	\$8,389.35
Network Consultant	\$135.86	0.00	-
Wireless Network Technician	\$135.86	0.00	-
Programmer	\$131.48	42.25	\$5,555.03
Graphic Designer	\$109.57	41.50	\$4,547.16
Writer	\$109.57	0.00	-
Server and Network Technician	\$109.57	11.25	\$1,232.66
Trainer	\$109.57	35.00	\$3,834.95
PC Technician	\$89.41	0.00	-
Content Developer	\$80.64	52.75	\$4,253.76
Total First Year Fee (includes first year annual services of \$5,232.90)			\$27,812.91
Total Second Year Fee			\$5,472.90
Total Third Year Fee			\$5,472.90

At the request of West University Place, CivicPlus agrees to redistribute their standardized pricing as follows:

CivicPlus Advantage Project Development & Annual Services	
Year One	\$ 12,919.57
Year Two	\$ 12,919.57
Year Three (Client may terminate contract at the end of 36 months or select from options available in Item 7 of the Terms & Conditions)	\$ 12,919.57

Company Details

Icon Enterprises, Inc., d/b/a CivicPlus

Federal Tax ID 48-1202104
DIR Contract DIR-SDD-1636
Toll Free 888-228-2233

Mailing Address for Purchase Orders and Payments

Icon Enterprises, Inc., d/b/a CivicPlus
Attn: Accounting
317 Houston St., Suite E
Manhattan, KS 66502



Exhibit A.1 Project Development Scope of Work

Kick-Off Meeting <u>Deliverable:</u> Project Timeline, training jump start and worksheets	
CivicPlus will: <ul style="list-style-type: none">• assign a project manager to this project• conduct a Project kickoff to review awarded contract• establish communication plan for the duration of the project effort• work with the city to identify all key internal and external project stakeholders• develop project plan and timeline• provide Project Management and Support	West University Place will: <ul style="list-style-type: none">• review and approve of project plan within 5 business days• if modifications are required after the review of the initial project plan, the city has 10 business days to address the modifications and come to a consensus.• approve the project plan (limited to two reviews) prior to proceeding with the project.• complete the following prior to Phase 1: Functionality and Design Form, Web Team Form and Content Form• update the current primary live website content and delete any pages from the website that are no longer wanted or needed.
Phase 1: Website Optimization <u>Deliverable:</u> Needs assessment, best practices and worksheets	
CivicPlus will: <ul style="list-style-type: none">• provide communication support to the city, key stakeholders and personnel via weekly status reports and via phone when required• review the goals and expectations submitted on the forms the city completed to ensure the city's needs are clearly understood• conduct a presentation of findings and recommendations to key project stakeholders	West University Place will: <ul style="list-style-type: none">• gather statistics from the current website from the past 12 months and provide to CivicPlus• collect pictures to be used in the overall design of the new website and provide to CivicPlus• provide a MS Word document template that features your branding/logo and provide to CivicPlus.• compile a list of all divisions and/or departments within the organization and provide to CivicPlus• submit a list of third-party and in-house developed applications presently being utilized on the current website and provide to CivicPlus• pull a site map or outline of the current website's navigational structure and provide to CivicPlus• a list of any content on the current primary website that must remain as is (verbatim) because of legal requirements
Phase 2: Website Layout <u>Deliverable:</u> Website layout and mood board will be presented for your approval	
CivicPlus will: <ul style="list-style-type: none">• present one custom layout and one mood board based on the goals determined in the previous phase. The presented layout will show the placement of the navigation and functionality. The mood board will reflect the color and imagery that will represent the tone of the design• begin development of the website design upon layout and mood board approval	West University Place will: <ul style="list-style-type: none">• approve one layout and the mood board• review marketing packet material and guidelines• will provide CivicPlus will all the necessary DNS items identified for the website• 1st billing milestone approved



Phase 3: Website Reveal <u>Deliverable:</u> Completed website design and navigation structure will be presented. You will be able to propose changes at this time.	
CivicPlus will: <ul style="list-style-type: none">• present a fully functional website• migrate all agreed upon content pages from the designated <u>URL</u> to the new website.• After the city approves the design, content and functionality CivicPlus will conduct a review of the website to ensure the statement of work is met• work with the city to prepare for training• migrate current plus the past three years Agendas & Minutes in Microsoft Word.DOC or Adobe PDF format	West University Place will: <ul style="list-style-type: none">• evaluate the website design and content and provide CivicPlus with feedback• collaborate with CivicPlus on proposed changes• revise the design as many times as deemed necessary, up to the deadline set by the city and CivicPlus during the Kick-off meeting• If design changes are requested after the set date, the project's go live will be adjusted
Phase 4: 24 Hours Customized Interactive Webinar Training for up to 6 employees <u>Deliverable:</u> Train System Administrator(s) on GCMS® Administration, permissions, setting up groups and users, module administration. Basic User training on pages, module entries, applying modules to pages. Applied use and usability consulting to result in effective communication through your website.	
CivicPlus will: <ul style="list-style-type: none">• provided training to the city before the website goes live• train up to 6 city staff members based on internal daily task and workflow• train staff members on how to use the GCMS®, update content pages and modules• provide access to training online training manuals and videos for the city staff	West University Place will: <ul style="list-style-type: none">• provide a location for training in the city with internet access• provide computers for staff to be trained on• 2nd billing milestone approved
Phase 5: Go Live <u>Deliverable:</u> Custom website launched to the public.	
CivicPlus will: <ul style="list-style-type: none">• fix system issues and bugs that the city finds• CivicPlus' Quality Control team will complete a final spelling and links check• redirect the domain name to the newly developed website when the city signs off on the project	West University Place will: <ul style="list-style-type: none">• have about three weeks to test and update the final site• notify CivicPlus on any system issues or bugs that CivicPlus needs to fix
Project Enhancements: CivicMobile Custom Mobile App (iOS & Android) LDAP Integration	



Project Development and Deployment Includes the Following:		
Modules	Functionality	
<ul style="list-style-type: none"> • Agenda Center • Alerts Center & Emergency Alert Notification • Archive Center • Bid Postings • Blog • Business/Resource Directory • Calendar • Carbon Calculator • Citizen Request Tracker™ (5 users) • Community Connection • Community Voice™ • Document Center • ePayment Center • Facilities & Reservations • Frequently Asked Questions • Forms Center • Healthy City • Intranet • Job Postings • My Dashboard • News Flash • Notify Me® email and 500 SMS subscribers • Online Job Application with 1 Generic Application • Opinion Poll • Photo Gallery • Quick Links • Real Estate Locator • Spotlight • Staff Directory 	<ul style="list-style-type: none"> • Action Items Queue • Audit Trail / History Log • Automated PDF Converter • Automatic Content Archiving • Dynamic Breadcrumbs • Dynamic Sitemap • Expiring Items Library • Graphic Link Administration • Links Redirect and Broken Links Finder • Menu Management • Mouse-over Menu Structure • MuniMobile™ (Mobile Website Browsing) • Online Editor for Editing and Page Creation (WYSIWYG) • Online Web Statistics • Printer Friendly/Email Page • Rotating Content • RSS • Site Layout Options • Site Search & Entry Log • Slideshow • Social Media Integration (Facebook, Share and Twitter) • User & Group Administration Rights • Web Page Upload Utility • Website Administrative Log 	
Support	Maintenance of CivicPlus Application & Modules	Hosting
7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays) 24/7 Emergency Support Dedicated Support Personnel 2-hour Response During Normal Hours Usability Improvements Integration of System Enhancements Proactive Support for Updates & Fixes Online Training Manuals Monthly Newsletters Phone Consulting CivicPlus Connection	Install Service Patches for OS System Enhancements Fixes Improvements Integration Testing Development Usage License	Shared Web/SQL Server DNS Consulting & Maintenance Monitor Bandwidth-Router Traffic Redundant ISP Redundant Cooling Diesel Powered Generator Daily Tape Backup Intrusion Detection & Prevention Antivirus Protection Upgrade Hardware



Exhibit B – Basic Redesign of Website

Basic Redesign of Website

Package Includes:

- **New design**
- Redevelop banner
- Up to 3 graphic buttons to promote special services
- Redevelop navigation method (may choose top drop-down or other options)
- Select color scheme to match new graphics
- Design setup - wireframe
- Print this page option
- Email this page option
- Breadcrumbs
- Sitemap
- Redevelop graphic elements of website (Newsflash, FAQs, Calendar, etc.)
- Project Management
- Testing
- Review
- Content Migration includes retouching of all existing pages on the redesigned website to ensure proper formatting, menu structure, and application of new site styles. Note: Content will not be rewritten or pages broken up (shortened or resectioned)
- Site styles and page layouts will be touched so all pages match the new design and migrate cleanly



The City of West University Place

A Neighborhood City

CITY COUNCIL

Susan Sample, Mayor
Kevin Boyle, Councilmember
Bob Higley, Councilmember
Kellye Burke, Councilmember
Mardi Turner, Councilmember

STAFF

M. Chris Peifer, City Manager
Alan Petrov, City Attorney
Thelma Gilliam, City Secretary

DRAFT

CITY COUNCIL ACTION MINUTES

The City Council of the City of West University Place, Texas, met in regular session on **Monday, December 3, 2018**, in the Municipal Building Council Chambers, 3800 University, West University Place, Texas beginning at approximately **5:00 p.m.**

Workshop Agenda:

Call to Order. Mayor Sample called the meeting to order at approximately 5:00 p.m. in the Council Chambers. Council and Staff in attendance were: Mayor Pro Tem Turner, Councilmembers Boyle, Burke, and Higley, City Manager Peifer, Assistant City Manager/Public Works Director Beach, City Attorney Petrov, City Secretary Gilliam, and Human Resources Director Urban.

Mike Tanner with SGR was also in attendance.

1. Convene into Executive Session (Council Conference Room)

Notice is hereby given that the City Council will convene into executive session in accordance with the following provisions of Chapter 551 of the Texas Government Code:

Councilmember Higley moved to recess the regular meeting and convene into executive session per Sections 551.074, 551.072, and 551.071 of the Texas Government Code. Mayor Pro Tem Turner seconded the motion. **MOTION PASSED.**

Ayes: Sample, Turner, Boyle, Burke, Higley
Noes: None
Absent: None

2. Reconvene Workshop

Matters related to any action resulting from the executive session.

Mayor Sample adjourned the executive session at approximately 5:34 p.m. and reconvened the workshop. No Action Taken.

3. Adjourn Workshop

Councilmember Burke moved to adjourn the workshop at approximately 5:34 p.m. Councilmember Higley seconded the motion. **MOTION PASSED.**

Ayes: Sample, Turner, Boyle, Burke, Higley
Noes: None
Absent: None

Regular Meeting Agenda (Council Chambers)

Call to Order. Mayor Sample called the meeting to order at approximately 5:35 p.m. in the Council Chambers. Council and Staff in attendance were: Mayor Pro Tem Turner, Councilmembers Boyle, Burke, and Higley, City Manager Peifer, Assistant City Manager/Public Works Director Beach, City Attorney Petrov, City Secretary Gilliam, Parks and Recreation Director White, Human Resources Director Urban, Communications Director Jett

Matters related to the notice of this meeting – City Secretary Gilliam acknowledged that the meeting was posted in accordance with law.

Pledge of Allegiance – Cub Scout Pack 266 lead the Pledge.

4. Public Comments

This was an opportunity for citizens to speak to Council relating to agenda and non-agenda items.

Alida Drewes, 6112 Fordham, spoke on various issues.

5. Recognition of Principal John Threet

Matters related to a proclamation recognizing Principal John Threet for his services to West University Elementary and the community. *Recommended Action: Proclaim December 3, 2018 as John Threet Day.*
Mayor Susan Sample

Mayor Sample proclaimed December 3, 2018, as John Threet Day in West University Place.

6. Updates on City Marketing and Communication Plans

Matters related to the City's plans relating to marketing and communications. *Recommended Action: Hear updates from the Communications Director and take any desired action.* **Ms. Patti Jett, Communications Director**

No action taken. Councilmember Burke requested that this item be on the agenda for the next meeting (December 10).

7. Consent Agenda

All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

A. City Council Minutes

Approve City Council Action Minutes of November 12, 2018. *Recommended Action: Approve Minutes.* **Ms. Thelma Gilliam, City Secretary** [see Action Minutes]

Councilmember Higley moved to approve the Consent Agenda as presented. Councilmember Burke seconded the motion. **MOTION PASSED.**

Ayes: Sample, Turner, Boyle, Burke, Higley
Noes: None
Absent: None

8. **Adjourn**

With no other matters before Council, Councilmember Higley moved to adjourn the meeting at approximately 6:05 p.m. Councilmember Burke seconded the motion. **MOTION PASSED.**

Ayes: Sample, Turner, Boyle, Burke, Higley
Noes: None
Absent: None

Immediately following adjournment of the Council meeting, City Council attended the Christmas tree lighting events at 6104 Auden.

Prepared by: Thelma A. Gilliam, City Secretary

Council Approved: